



*A Girl's Guide
to the*

*Queen's Guide
Award*



GIRL GUIDES
AUSTRALIA

In the words of Lord Baden-Powell:
The only standard that counts is the amount of effort on the part of the individual.

Every badge you earn is tied to your motto – ‘Be Prepared’. This badge is not a reward for something you have done once for an examination you have passed. Badges are not medals to wear on your sleeve or to show what a smart girl you are. A Badge is a symbol that you have done the thing that it stands for often enough, thoroughly enough, and well enough to be prepared to give service in it.

Juliette Low
Founder of Girl Scouts in USA

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A GIRL'S GUIDE TO THE QUEEN'S GUIDE AWARD

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This guide provides guidelines and tips to assist you in successfully completing the Queen's Guide Award throughout Australia. You should read it as a support to the syllabus outlined in the Girl Guides Australia publication - *Aim High (2015)*.

The Queen's Guide Award has two parts. Part A is the Gold Endeavour and Part B consists of both an Interest and a Focus. The Gold Endeavour or Focus can be completed and awarded on their own. On completion of both Parts A and B, you will receive the Queen's Guide Award.

You should refer to this guide whether you are intending to complete the Queen's Guide Award or are only intending to complete the Gold Endeavour or a Focus.

WHAT'S EXPECTED OF A QUEEN'S GUIDE?

As for any challenge or goal, it's always useful to consider the final outcome that you are trying to achieve. The Queen's Guide Award is more than just the challenges you set out to achieve. This Award provides you with the opportunity for extraordinary personal development and greater self-awareness. Without a doubt, those who give it a go not only challenge themselves and discover new things, but have heaps of fun.

It is about challenging yourself to do *your best at your level in your way*.

The Queen's Guide Award is the peak achievement award for youth members of Girl Guides Australia. The Award is recognised in the community, and thus it is expected that Awardees uphold the standing of the Award in everything they think, say and do. For this reason, it is important for you to aim high and do your best.

DEFINITIONS

Challenge

A challenge is something that has value to you. It should be something that you cannot currently do, but something that with some effort you will be able to achieve. It might include one or more of the following:

- discover a new area;
- extend your knowledge and/or skills;
- help you work on something that needs improvement;
- bring you into contact with a new group of friends; or
- make you feel great to complete.

Leaders

The Leaders referred to in this guide are the Guide Leaders who are responsible for the Peer Unit of which you are a member. They should actively participate in the peer assessment process. It is important that you have the ongoing support of an adult within Girl Guiding who can provide appropriate advice.

If you are using an approved external peer group, the State Program Manager will assign a Guide Leader to fulfil this role.

Peer Unit

A peer is someone of equal rank. In this case, your peers would be a similar age to you. So a Peer Unit has a minimum of four Girl Guides whose ages are within a four-year span of your age, and under the age of 18 years. Ideally you should be meeting with your Peer Unit at least once a month. (A Lone Girl Guide Unit can be your Peer Unit.) Where 'Unit' is referred to in *Aim High (2015)* and this guide, please read it to mean Peer Unit or external peer group.

State Program Manager

The State Program Manager is appointed by your State Girl Guide organisation. One of her responsibilities is to oversee Girl Guides working towards the Queen's Guide Award. She may do this personally, or may delegate this responsibility to someone else in your State. You should check with your State Office to find out who is responsible in your State. You or your Leader can direct any questions about this Award to your State Program Manager or her delegate. Where 'State Program Manager' is mentioned in *Aim High (Revised Edition 2007)* and this guide – please read this as the person responsible in your State.

RESOURCES THAT YOU NEED

- *Aim High (2015)*.
- *Look Wider Still (2013)*.
- This guide - *A Girl's Guide to the Queen's Guide Award (2015)*.
- Exercise book, log book or folder for documenting your progress through the Award.
- Girl Guides Australia website (www.girlguides.org.au) for any changes or updates to the Award, and additional hints and challenge ideas.
- Your State website – for any information relating to procedures in your State.

The publications and dates listed above are the only editions you should refer to for syllabus requirements. Anything else that you may have is out-of-date, and may provide you with incorrect information. It is your responsibility to ensure that you have the current resources as specified above.

PLANNING

As for any task that you do, it is important that you plan how you are going to achieve the Queen's Guide Award. The extra time you spend initially planning will pay off, so take time to read the syllabus carefully. This process is appropriate whether you intend to complete the Queen's Guide Award, just the Gold Endeavour or a Focus.

1. Decide that you want to work on the Queen's Guide Award. You should talk to your Leaders, parents and Unit before deciding because you will need their help and support whilst working on your challenges.
2. Identify the Peer Unit that you will be using for the peer assessment required by this Award. You need to be an active member of this Unit before deciding because you will need their help and support whilst working on the challenges. If there is no Peer Unit available, you may use an external peer group with the approval of your State Program Manager prior to starting the Award.

3. Make or renew the Guide Promise. Check with your Peer Unit if there are any Unit traditions on how you should do this. You should have made or renewed the Guide Promise before starting the Queen's Guide Award.
4. Decide your challenges for both Parts A and B of the Award, or just the Gold Endeavour or a Focus. Make a plan, including a timeline, to assist you in achieving your challenges. Discuss this plan with your Unit and Leaders, and get their approval before starting any work on your challenges. Remember also to get approval from your State Program Manager as required for some challenges – this must be done prior to starting work on the challenges. Re-read the syllabus to ensure that you are doing everything that is required. The Girl Guides Australia website (www.girlguides.org.au) will have a list of ideas of challenges completed by past Awardees to help you think of your own.
5. Register your intention to work on the Queen's Guide Award with your State Program Manager using your State's *Queen's Guide Award Registration Form*, available from your State website. Provide as much detail as possible on this form about your challenges.
6. Do your challenges. It is highly recommended that you keep detailed records of what you did. This will assist you when you are preparing your reports. Remember to discuss your progress with your Unit and Leaders regularly to ensure you are on track. Also check the requirements of the Award regularly. An in-depth review of your progress is recommended after your 17th birthday.
7. Prepare the three reports as required. Present these to your Peer Unit and Leader. Seek Peer Unit Recommendation and ensure that the required paperwork for your State is signed off by your Unit and Leader. You may be required to do additional work or additional preparation of your reports – so don't leave it until your 18th birthday.
8. Send reports, required paperwork for your State and your Peer Unit Recommendation to your State Program Manager.
9. If due to extenuating circumstances, a request for an extension of time to complete the Award is sought, this must be lodged with the State Program Manager at least one month before your 18th birthday.

REGISTRATION

Registration is part of the Queen's Guide Award syllabus – so you need to do it. You are required to register at least 12 months prior to sending in your completed reports and Peer Unit Recommendation.

Please use your State's *Queen's Guide Award Registration Form* for registering your intent. This form is to be used whether you plan to complete the Queen's Guide Award, or only the Gold Endeavour or a Focus. Consult with your State Program Manager or State website on the process for submitting your registration form. It is suggested that you keep a copy of your Registration Form.

If you still have some challenges to work out – then send in your incomplete form, and notify your State Program Manager of your other challenges as soon as you've worked them out. Remember to get Unit approval first.

If you make any changes to what you plan to do – then you need to notify your State Program Manager immediately, not at the time of submitting your reports. Remember to also get Unit approval first, and to notify anyone else who is supporting you through the Award.

SYLLABUS

The syllabus for the Queen's Guide Award is outlined in *Aim High (2015)*. It is suggested that you read through the syllabus carefully, taking note of the requirements for each section. In addition to the syllabus, Attachment 1 to this guide highlights key components and provides additional notes for each section.

If you are required to gain a qualification or certificate for any of your challenges – this means that you only need to gain the qualification or certificate, not maintain it. For instance, if you complete a first aid qualification from an external organisation – then you don't need to renew the qualification if it has expired prior to completing the Queen's Guide Award.

If you have any queries about the requirements of the syllabus and/or what you might do – then please contact your State Program Manager.

PREVIOUS ACTIVITIES

Any qualifications, badges or awards achieved in the 12 months before you register for the Queen's Guide Award and started after your 14th birthday may be used for the Award as long as these activities have not been used for any part of the Junior BP or BP Awards.

In recognising a previous activity, you must be able to clearly identify what the challenge was. You shouldn't be recognising a previous activity just because you've done something that fits the requirements. If it wasn't a challenge – then you shouldn't count it.

You must seek approval from your Unit and Leaders to use the previous activity.

CROSS-CREDITING

- You can cross-credit an activity only once between Part A and Part B of the Award. An example of what you can cross-credit is attendance at the personal development and leadership course for the Leadership section of the Gold Endeavour and the seminar, course, etc. for the Focus.
- You cannot cross-credit within Part A or within Part B. An example of what you cannot cross-credit is your Interest to be included as part of your chosen Focus.
- You may use work completed, skills developed, knowledge gained, etc. from school or other organisations for your challenges as long as you discuss or display or demonstrate the skills, knowledge or abilities to your Unit and you meet all the requirements of the Queen's Guide Award. This might mean that you have to do some extra work on the chosen activity to meet the requirements for this Award.

Special Notes relating to the Duke of Edinburgh Awards

- You may cross-credit any part of the Queen's Guide Award with the Duke of Edinburgh Award, providing all requirements of the Queen's Guide Award have been met.

- Depending on which level of Duke of Edinburgh Award that you are doing – you need to be aware that in most cases the Duke of Edinburgh Award requires less work than the Queen’s Guide Award, i.e. you need to do more to meet the requirements of the Queen’s Guide Award. So you may need to extend your challenge for the Queen’s Guide Award, i.e. do more hours, an extra activity, Girl Guide assessment. It is your responsibility to check and make sure you are meeting the requirements of the Queen’s Guide Award.

SELF- AND PEER-ASSESSMENT

Both Parts of the Queen’s Guide Award are self- and peer-assessed. This is an important part of the Queen’s Guide Award, so check with your Leaders about the processes in place within your Unit or what needs to be done to ensure that your Unit can support you in this.

Both self- and peer-assessment require honesty from both parties – yourself and your peers. You need to honestly assess your efforts, and your peers need to honestly assess your efforts. Your peers should not just be approving your challenges because you’re a friend.

Self-Assessment

“Have I truly done my best?”

This is what you should be asking of yourself when setting your challenges. You should be able to clearly identify all aspects of the challenge:

- Why will it be a challenge to me?
- What skills/knowledge am I learning or extending?
- What is it that I intend to do?
- How long do I think it might take?
- What are the outcomes of the challenge?
- How do I know when I’ve finished?

Remember to *aim high*. Step outside your comfort zone. Stretch your abilities. Persevere with something that you don’t enjoy. And then make sure your challenges are realistic (for your abilities and the timeframe).

Once you have completed your challenges, then you need to re-assess yourself. You might like to consider the following questions to give yourself some guidance as to whether you have truly done your best:

- How successful was I?
- Did everything go according to plan?
- How difficult did I find it?
- Did I achieve everything I set out to achieve?
- How do I feel about my efforts?
- Before I started, how much did I know about the challenge topic?
- What skills and/or knowledge did I gain from the challenge?
- How do I think someone else would assess my efforts?

Self-assessment encourages you to find out things that you might not have known before about yourself. You might even identify additional strengths and weaknesses.

Peer-Assessment

The Gold Endeavour (Part A), Interest and Focus (Part B) of the Queen's Guide Award are peer- assessed.

"Have you truly done your best?"

This is what your Unit should be asking you.

You should discuss your choice of challenges with your Unit and Leader before starting the challenges, and gain their approval. Once you have completed each challenge, you should discuss the challenge again with your Peer Unit and Leader.

Some of the questions that your Unit and Leader might like to ask you are:

- How did the challenge go?
- Did you achieve everything that you set out to achieve?
- Did you enjoy yourself?
- If others were involved, did they enjoy themselves?
- What would you change if you did it again?
- What was the most difficult part of the challenge?
- What skills or knowledge did you gain from the challenge?

Your Unit may not be able to assess you for every challenge, for example specific skills like lifesaving or first aid, or for things that you are doing outside Guiding, for example in a drama production at school. So try to demonstrate your skills or knowledge to your Unit in another way – invite them to a performance or open day or demonstration, visit the gallery where your artwork is on display, or invite your assessor or someone who is skilled in the area (an expert) to report back to your Peer Unit about your achievements. Alternatively and if applicable you could present a certificate showing your qualification to your Unit.

Once you have completed all your challenges and produced your reports, and your Unit and Leader have approved all of your work, you require a written Peer Unit Recommendation. The recommendation should indicate that you have completed all the required challenges for the Queen's Guide Award.

By this stage, you will probably be excited that you have finished the requirements for the Award. However, you must submit your work to your State Program Manager for approval before you can receive the Queen's Guide Award. So you're almost there – but just a little bit more.

DOING

- Complete your challenges.
- Part A and Part B can be done in any order or done at the same time.
- Keep detailed records of what you did and where possible you may like to include some photos or other evidence of your challenges.
- Discuss your progress with your Unit and your Leaders regularly.

- Write up your reports (these can include photos, certificates, etc.)
 - Report on your Gold Endeavour
 - Report on your Interest
 - Report on your Focus
- Present the reports to your Unit and Leaders, and seek Peer Unit Recommendation from your Unit.
- Send reports, Peer Unit Recommendation and any other paperwork required by your State to your State Program Manager.
- Leaders can then check with your State Program Manager or State Office for the process to purchase badges in your State.

Report Preparation

Not sure what you should be including in your reports? Each report should be neat, legible, informative and self-explanatory, as your State Program Manager probably doesn't know you, let alone know what you have done. It should include a record of your Peer Unit's approval and assessment, and the following should be addressed:

- What were your challenges?
- Which Focus/Interest did you choose?
- What was your major project for your Focus?
- Why did you choose each challenge?
- What did you actually achieve and do to complete the challenge? This may not be the same as what you set out to do initially.
- What did you gain from the challenge? This may include new skills or knowledge or intangible benefits?
- What was your evaluation of the value of the activity, both to participants and self?
- Did you enjoy the challenge?
- Were others involved in the challenge? If so, how?
- Did others enjoy the challenge?
- What did you find really difficult? Was it easier than you expected? Why?
- What would you do differently next time?
- How has your understanding of the Guide Promise and Law developed, and how have you personally grown?

You should provide details on all the tasks that you completed for the Award. For instance, if you completed the Leadership Skills Achieve-a-Challenge 3 – make sure you write about each dot point so that your State Program Manager knows that you did everything required. Remember to clearly identify which Focus you worked on, which topic/s you chose and what your major project was.

The reports can be in any format you desire, but choose one which positively highlights your effort. You may like to include photos, pictures, certificates, videos, paintings, scrapbooks, etc. They do not have to be written. Your reports may be kept on file at your State Office – so check with your State Office before forwarding your reports so you can keep a copy or request return of any special materials you have included, such as photos or certificates.

It is recommended that you have your reports and all other documentation to your State Program Manager at least one month before your 18th birthday in case there are any problems.

Only doing the Gold Endeavour or Focus?

The challenges you complete for the Gold Endeavour or a Focus are assessed initially by your Unit and Leaders. A separate report for the Gold Endeavour or Focus presenting the challenges that you completed is then sent to your State Program Manager, with the Peer Unit Recommendation and any other paperwork required by your State. Refer to the previous section in this guide regarding the details required in your reports.

Peer Unit Recommendation

The Peer Unit Recommendation must be received by your State Program Manager before you will receive State approval. It may be sent with your reports or your Unit may wish to send it separately and confidentially to your State Program Manager. Check with your Leaders for the process used in your Unit.

Your Leader and a Unit Representative (youth member) must sign this form.

WHAT NEEDS TO BE SENT TO THE STATE PROGRAM MANAGER?

To maintain the integrity of the Queen's Guide Award, you must send your reports on the challenges that you completed for the Award to your State Program Manager. These reports should have already been presented to your Unit and Leader. You need to send the following to the State Program Manager at your State Office:

1. report on your Gold Endeavour challenges;
2. report on your Interest;
3. report on your Focus;
4. any other evidence (certificates, photos, etc.) relating to your challenges and endorsements from those with whom you completed the various sections;
5. Peer Unit Recommendation form completed by your Unit; and
6. any other paperwork required by your State.

When completing these reports ensure you provide evidence of your determination to do your best and also reflect the personal growth you believe you have achieved whilst preparing and carrying out your various challenges.

Please make sure that your name and current contact details are clearly marked on all of your reports. This is particularly important if the Peer Unit Recommendation is not accompanying your reports.

WHAT HAPPENS ONCE YOU HAVE SENT OFF YOUR REPORTS?

You will receive confirmation that your reports have been received. This only means that your reports and paperwork have been received – neither read nor approved yet. This process can take 4 to 8 weeks (check with your State for more information). It will take longer if you don't include enough information or everything that is required.

Your State Program Manager will read your reports, along with the Peer Unit Recommendation. If your State Program Manager requires any further information or clarification, she will write to

you or your Leader.

The letter will identify the areas or requirements that your State Program Manager considers have not been satisfied; and will explain the additional information you need to provide and the date by which you must provide it. You will need to provide the further information required or to address the concerns within the time period specified in the letter.

Please understand that the period just before the annual closing date for the State Presentation is always the busiest. So try to submit your reports well before then.

When all areas have been satisfied you will receive a letter from your State Program Manager stating whether you have been approved to receive the Queen's Guide Award. A letter will also be sent to your Leader. If you have not been approved to receive the Queen's Guide Award, the letter from the State Program Manager will include reasons why approval has not been given.

What if you do not agree with the State Program Manager's decision?

You have the right to appeal the decision of your State Program Manager. The appeal must be submitted in writing to the State Commissioner at your State Office within one calendar month from the date of the State Program Manager's letter and must state the grounds of appeal.

The appeal process will be conducted in accordance with the relevant procedure for your State Guide organisation. Contact your State Office for more details.

QUEEN'S GUIDE AWARD BADGE AND CERTIFICATE PRESENTATION/S

The presentation of your badge and certificate will be State-determined, as each State has a slightly different way of presenting the badges and certificates. Check with your State Program Manager for all the details on what happens in your State.

There are both cloth and metal versions of the Gold Endeavour, Focus and Queen's Guide Award badges. If you wear metal badges on your uniform, you may like to purchase the cloth versions for your camp blanket.

Certificates are available for the Gold Endeavour, Focus and Queen's Guide Award.

STILL HAVE QUESTIONS OR REQUIRE CLARIFICATION?

Then contact your State Program Manager at the State Office.

APPENDIX 1 – ADDITIONAL NOTES FOR THE QUEEN'S GUIDE AWARD SYLLABUS

These notes do not replace the syllabus as outlined in *Aim High (2015)* – they are provided to assist you in interpreting the syllabus.

Part A – Gold Endeavour

Section	Additional notes
Promise & Law	<ul style="list-style-type: none"> It is recommended that you leave this until the end or near completion of the Award – so as to give a true picture of how your understanding of the Promise has developed, but think about it at the beginning too! You may show your understanding via various methods – including keeping a diary for a month, participating/developing Promise and Law games, discussing aspects of the Promise in relation to current affairs. You choose the Leader that participates in your discussion with your Peer Unit.
Guiding Traditions	<ul style="list-style-type: none"> Share in an inspiring way to a group of your choice; this means don't just write a report and read it to your Unit. Ensure that what you prepare will be exciting, meaningful and relevant to the group to whom you are presenting. The part of our history that you research should be above and beyond what you may have previously discovered with younger Girl Guides or for JBP or BP Awards.
Service	<ul style="list-style-type: none"> You cannot use any service that you are giving to Guiding; e.g. being a Junior Leader, running a car wash, cleaning the hall. It must be outside Girl Guiding. Minimum of 30 hours over 3 months – must be regular and needed service, not just 30 hours in one weekend. You can do service for a variety of organisations, or do a variety of activities for one organisation, or the same activity for one organisation. Don't forget to complete the resource kit. This needs to be something that can be used in a meaningful way in the community, by your Girl Guide Unit or another group. The resource kit can include a wide range of community organisations or it can concentrate on organisations which deal with a more specific focus area, e.g. youth services or women's services.
Outdoors	<ul style="list-style-type: none"> A first aid qualification is not suitable for this section. It is preferable that you gain a qualification of Trefoil 3 level or above. This can be any of the Boating 3, Camping 3 and Outdoors 3 options, Emergency Action (Emergency 3) or the Global Environmentalist (World Guiding 3). If you are gaining a Girl Guide qualification, then a Girl Guide-approved assessor is usually required to assess you - check with your State for details.
World Guiding	<ul style="list-style-type: none"> You have 143 countries to choose from – you should not choose Australia. You need to share your discoveries with a group larger than your Peer Unit – so you might have a number of Units combine, or you might do it with a non-Girl Guide group. This is to provide you an opportunity to work with a group larger than you normally work with and possibly with people you do not know as well as the members of your Unit.

Patrol System	<ul style="list-style-type: none"> • This is a fundamental process within Girl Guiding that provides the system of self- government, communication and team work by which we operate. It is therefore expected that you will use the Patrol System whilst working on the other sections of the Award. • It is also recommended that you leave the assessment of this section until the end or near completion of the Award. • You need to show how you participate in your Unit; help organise and run Unit meetings and activity, take a leadership role (in some capacity; including PL, Chairman, Secretary), assist new or younger members.
Leadership	<ul style="list-style-type: none"> • State organisations run personal development or leadership development courses for youth members. You do not need to seek approval from your State Program Manager if you participate in one of these. • It is highly recommended that you attend such a course as soon as you can so that you can apply the ideas and develop your leadership skills as you work on the other sections of the Award. • If you are not doing a Girl Guide course you must get approval for the option that you have chosen prior to participation. To do this you need to send details of your option including course outline; instructors; organisation; length of time; how you were chosen to your State Program Manager.

Part B – Interest & Focus

Section	Additional notes
Interest	<ul style="list-style-type: none"> • Develop new or further develop an existing interest. • It must be done over at least 3 consecutive months. • Share and demonstrate your progress in your area of interest with your Peer Unit. If possible, involve your Unit in some way. • Record your progress.
Focus (applicable to each Focus as well as individual information listed below)	<ul style="list-style-type: none"> • You only need to do one Focus for the Queen's Guide Award. • You need to participate in a seminar, course, workshop or conference as part of your skill development or attend a Girl Guide training/course as appropriate. • Each syllabus is slightly different to the others – so read carefully. • Each Focus is designed to help you develop skills that may lead to a career path or life-long interest.
Arts	<ul style="list-style-type: none"> • Two topics; one of which is expanded into a major project over six months. • The two topics chosen must not be related (e.g. play flute in school orchestra and play flute in small ensemble). • You may choose to gain The Arts Trefoil 3 for one or both topics.
Environmental	<ul style="list-style-type: none"> • Two different activities need to be completed • You may complete Trefoil 3 Advocacy, Outdoors (Conservation), or World Guiding (Global Environmentalist) for one or both of these activities.
Leadership	<ul style="list-style-type: none"> • You must complete all sections – Personal Development Challenge and Leadership Skills Trefoil 3. • You should try to work as a Junior Leader with a younger-aged Girl Guide Unit, however you may work with a non-Guide group – but check with your State Program Manager first. You must work with this group for at least 12 months. • You must be working in a leadership role; this doesn't include being a Chairman of a group of peers. • Example to work with – if you are in a Peer Unit of 14-18s, you would be working with a group primarily under the age of 15.

Outdoor Adventure	<ul style="list-style-type: none"> • Two topics; one of which is expanded into a major project over six months • A First Aid qualification is acceptable in this section. You should do this as an Emergency Trefoil 3 – so refer to <i>Look Wider Still (Revised Edition 2006)</i> for more details. You must seek prior approval from your State Program Manager – St John or Red Cross (Level 1 or higher) are OK. Check with your State Program Manager for other pre-approved qualifications in your State. For anything else you must seek approval prior to doing the course; the course needs to be equivalent to St John or Red Cross Level 1 or higher. • It is expected that you do more than just participate once in a new activity for one of the topics chosen. • Only Girl Guide-approved assessors can assess you for Trefoil 3 in the Camping, Boating and Outdoor options. • You may choose to gain an external outdoor qualification; Camping 3, Boating 3 and Outdoor 3; and/or the Global Environmentalist (World Guiding 3) for one or both topics.
Science and Technology	<ul style="list-style-type: none"> • Two topics; one of which is expanded into a major project over six months. • You may choose to do a Technology Trefoil 3.
Service	<ul style="list-style-type: none"> • You must gain two Emergency and/or Safety Trefoil 3s. • You must also give a minimum of 60 hours service over six months; this is in addition to service given for the Gold Endeavour. • You may do the same type of service as for the Gold Endeavour, but extended hours (i.e. 90 hours over nine months) or it could be different service.
Social Awareness	<ul style="list-style-type: none"> • One topic; which is developed into a major project over six months. • You may choose to incorporate a Sports or Life Skills Trefoil 3 into your topic. If you choose Sports 3 – then you must show how this develops your awareness of a social issue.
World Guiding	<ul style="list-style-type: none"> • Two topics; one of which is extended into a major project over 6 months. • You may choose to complete one of a number of World Guide Trefoil 3s or the Commonwealth Award. Your assessor for these qualifications must be approved by the State Program Manager prior to your commencement
Special	<ul style="list-style-type: none"> • Design your own Focus. • It is suggested that you still do two topics; one of which is extended into a major project over six months. • You must submit a detailed outline of what you intend to do for this Focus to your State Program Manager prior to starting this Focus. • You may gain a Trefoil 3 for one or both topics. • This might be a combination of two Focus areas.