



# THE AWARD SCHEME LTD

## OPERATIONAL MATERIAL CATALOGUE

### AND ORDER FORM

Valid from 17 June 2008

Welcome to the new catalogue of operational materials from The Duke of Edinburgh's Award, available through The Award Scheme Ltd., our trading arm. All profits from The Award Scheme Ltd. are gifted to The Duke of Edinburgh's Award, a registered Charity (No.1072490).

The items available have been split into ranges to help you find what you are looking for more easily, and we have included item descriptions for those who wish to browse. Items available in Welsh & English (bi-lingual) are marked with "(W/E)".

Some items are available to download FREE of charge at [www.theaward.org/shop](http://www.theaward.org/shop) - these items are clearly marked (FREE download available) in the item description.

**SALE - Some items are currently in the sale. Please look for those marked in red.**

Full Terms & Conditions are listed at the back of this catalogue. Please ensure you have read them before you place your order.

Further copies of this catalogue, and the Merchandise Catalogue, can be downloaded from [www.theaward.org/shop](http://www.theaward.org/shop) (Sorry, currently no online ordering facility).

#### Contact & Ordering Details

Phone: 0131 553 5280  
Fax: 0131 553 5776  
e-mail: [asl@theaward.org](mailto:asl@theaward.org)  
Post: The Award Scheme Ltd  
Unit 18/19 Stewartfield Ind Estate  
Off Newhaven Road  
Edinburgh EH6 5RQ

#### Payment Options

Credit or debit card  
Cheques payable to "The Award Scheme Ltd"  
Electronic Bank Transfer\*\* - Account Details:  
The Award Scheme Ltd  
Account No: 01198779 Sort Code: 30-00-08  
Lloyds TSB, Pall Mall, St James's Branch  
8/10 Waterloo Place, London SW1Y 4BE, UK

\*\* Remittance Advice must be provided

## PROMOTING THE AWARD

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Leaflets</b>				
PA0012	Lend A Hand	Leaflet to encourage adults to volunteer with the Award and promoting the benefits of volunteering	50	2.50 *
PA0013	You Can Do It	Leaflet using symbols to outline the Award for those with learning disabilities	5	0.50 *
PA0018	Information For Parents, Carers & Guardians	A generic leaflet to promote the Award to parents, guardians and carers of potential and current participants	50	2.50 *
<b>CD ROMS</b>				
PA0031	Award Video Collection CD ROM <b>SALE!</b> <b>Now £1.50 (Was £5.00)</b>	Five short films/presentations promoting the Award in various settings including the value of participation and work with disaffected young people	1	<b>1.50</b>

## REFERENCE AND RESOURCES

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Delivery Resources</b>				
RR0011	DEAMS for Groups CD ROM - Version 3	Award Group management software - essential for keeping track of participants' progress and minimising paperwork	1	7.50
RR0031	Interactive Leaders CD ROM	Interactive CD ROM containing electronic copies of the Handbook and Programmes File	1	9.95
RR1040	Award In Schools Pack	Helping Teachers to set-up and run the Award in schools	1	9.95
RR0051	Award In Schools Pack (W/E)	Helping Teachers to set-up and run the Award in schools in Wales	1	9.95 *
<b>Reference Materials</b>				
RR0112	The Award Handbook - 6th Edition	The new version of the Award Handbook is currently in development and will be on sale in September 2008 (retail price to be confirmed). In the mean time, as a special offer, you can place an advance order for the new version at the same price as the previous version, just £5.95 plus P&P. When your order has been received & paid for, we will send you a link to a PDF of the 5th Edition which you can download free of charge. Please ensure you provide your e-mail address with the order so we can notify you how to download the file.	1	5.95 *
RR0151	Land Navigation - Route Finding with Map & Compass <b>SALE!</b> <b>Now £5.00 (Was £14.95)</b>	Advice on navigation and map reading - a great aid for leaders and participants alike. Published 1989.	1	<b>5.00 *</b>
RR0261	Expedition Guide CD ROM	Essential information for Award Leaders setting out the conditions and requirements of the Expeditions Section of the programme	1	9.95
<b>Sectional Leaflets</b>				
RR0171	Service Section - A Guide For Volunteers	Guidance on the Service Section for volunteers, supervisors and assessors (FREE download available)	50	2.50 *
RR0172	Expeditions Section - A Guide For Volunteers	Guidance on the Expeditions Section for volunteers, supervisors and assessors (FREE download available)	50	2.50 *
RR0173	Skills Section - A Guide For Volunteers	Guidance on the Skills Section for volunteers, supervisors and assessors (FREE download available)	50	2.50 *
RR0174	Physical Recreation Section - A Guide For Volunteers	Guidance on the Physical Recreation Section for volunteers, supervisors and assessors (FREE download available)	50	2.50 *
RR0175	Residential Project - A Guide For Volunteers	Guidance on the Residential Project for volunteers, supervisors and assessors (FREE download available)	50	2.50 *
<b>General Leaflets</b>				
RR0181	Award At A Glance	A summary of the Award Programme and activity lists for each of the five Sections (FREE download available)	25	1.50 *
RR0183	Award At A Glance - (W)	A summary of the Award Programme and activity lists for each of the five Sections in Welsh	25	1.50 *
<b>National Record of Achievement Sheets</b>				
RR0192	Silver Level NRA Sheet	To record Silver Award attainments in the National Record of Achievement	25	2.95
RR0193	Gold Level NRA Sheet	To record Gold Award attainments in the National Record of Achievement	25	2.95
<b>Periodicals</b>				
RR0236	Award Journal April 2008	Termly magazine for those running the Award - you can also use the form at <a href="http://www.theaward.org/awardjournal">www.theaward.org/awardjournal</a> to subscribe	1	0.00
RR0243	Annual Review 2007	A review of the activities of 2007 - a record breaking year	1	0.00

## VOLUNTEERING

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Volunteers Materials</b>				
VL0011	Volunteer Induction Pack	Welcome and induction pack for all new volunteers	1	1.50
VL0021	Volunteer Record Book	Record Book for volunteers to record their voluntary activities and associated training	1	3.50 *
VL1020	Volunteer Record Book Pack (W/E)	Record Book for volunteers to record their voluntary activities and associated training (in Welsh and English)	1	3.50

## THE FOLLOWING MATERIAL MAY ONLY BE ORDERED BY OPERATING AUTHORITIES

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Record Book Packs</b>				
<b>Record Book Pack Offer</b>				
For every ten Record Book Packs ordered, you will receive one additional Record Book Pack free of charge. This is to help you make entry to the Award accessible to those young people who may not be able to afford a Record Book Pack. Please note that to qualify, the ten Record Book Packs ordered must be of the same Award Level, and the additional pack provided free of charge will also be of the same level.				
OP1010	Bronze Record Book Pack	Pack purchased by young person to enrol on the Bronze Award	1	11.00 *
OP1020	Bronze Record Book Pack (W/E)	Pack purchased by young person to enrol on the Bronze Award in Wales	1	11.00 *
OP1030	Silver Record Book Pack	Pack purchased by young person to enrol on the Silver Award	1	11.00 *
OP1040	Silver Record Book Pack (W/E)	Pack purchased by young person to enrol on the Silver Award in Wales	1	11.00 *
OP1050	Gold Record Book Pack	Pack purchased by young person to enrol on the Gold Award	1	16.50 *
OP1060	Gold Record Book Pack (W/E)	Pack purchased by young person to enrol on the Gold Award in Wales	1	16.50 *
OP0101	Record Book - Bronze/Silver/Gold (Braille)	Record Book for braille users - please also order the relevant standard Record Book Pack to accompany this	1	0.00
OP0017	DEAMS/Discount Card	Discount card and ID number for Direct Entrants to the Award - only to be ordered separately if misplaced	1	0.00
OP0018	Expedition Safety Card	Summarises safety requirements in an expedition emergency - only to be ordered separately if misplaced (FREE download available)	1	0.00
OP0027	Expedition Safety Card (W)	Summarises safety requirements in an expedition emergency in Welsh only (not bi-lingual) - only to be ordered separately if misplaced	1	0.00
<b>Bronze Sectional Certificates</b>				
OP0111	Bronze - Service Section Certificate	To certify the completion of the Bronze Service Section	50	4.95
OP0112	Bronze - Expeditions Section Certificate	To certify the completion of the Bronze Expeditions Section	50	4.95
OP0113	Bronze - Skills Section Certificate	To certify the completion of the Bronze Skills Section	50	4.95
OP0114	Bronze - Physical Recreation Certificate	To certify the completion of the Bronze Physical Recreation Section	50	4.95
OP0121	Bronze - Service Section Certificate (W/E)	To certify the completion of the Bronze Service Section in Welsh and English	50	4.95
OP0122	Bronze - Expedition Section Certificate (W/E)	To certify the completion of the Bronze Expeditions Section in Welsh and English	50	4.95
OP0123	Bronze - Skills Section Certificate (W/E)	To certify the completion of the Bronze Skills Section in Welsh and English	50	4.95
OP0124	Bronze - Physical Recreation Certificate (W/E)	To certify the completion of the Bronze Physical Recreation Section in Welsh and English	50	4.95
<b>Silver Sectional Certificates</b>				
OP0131	Silver - Service Section Certificate	To certify the completion of the Silver Service Section	50	4.95
OP0132	Silver - Expedition Section Certificate	To certify the completion of the Silver Expeditions Section	50	4.95
OP0133	Silver - Skills Section Certificate	To certify the completion of the Silver Skills Section	50	4.95
OP0134	Silver - Physical Recreation Certificate	To certify the completion of the Silver Physical Recreation Section	50	4.95
OP0141	Silver - Service Section Certificate (W/E)	To certify the completion of the Silver Service Section in Welsh and English	50	4.95
OP0142	Silver - Expedition Section Certificate (W/E)	To certify the completion of the Silver Expeditions Section in Welsh and English	50	4.95
OP0143	Silver - Skills Section Certificate (W/E)	To certify the completion of the Silver Skills Section in Welsh and English	50	4.95
OP0144	Silver - Physical Recreation Certificate (W/E)	To certify the completion of the Silver Physical Recreation Section in Welsh and English	50	4.95

## THE FOLLOWING MATERIAL MAY ONLY BE ORDERED BY OPERATING AUTHORITIES (cont.)

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Gold Sectional Certificates</b>				
OP0151	Gold - Service Section Certificate	To certify the completion of the Gold Service Section	50	4.95
OP0152	Gold - Expedition Section Certificate	To certify the completion of the Gold Expeditions Section	50	4.95
OP0153	Gold - Skills Section Certificate	To certify the completion of the Gold Skills Section	50	4.95
OP0154	Gold - Physical Recreation Certificate	To certify the completion of the Gold Physical Recreation Section	50	4.95
OP0155	Gold - Residential Project Certificate	To certify the completion of the Gold Residential Project	50	4.95
OP0161	Gold - Service Section Certificate (W/E)	To certify the completion of the Gold Service Section in Welsh and English	50	4.95
OP0162	Gold - Expedition Section Certificate (W/E)	To certify the completion of the Gold Expeditions Section in Welsh and English	50	4.95
OP0163	Gold - Skills Section Certificate (W/E)	To certify the completion of the Gold Skills Section in Welsh and English	50	4.95
OP0164	Gold - Physical Recreation Certificate (W/E)	To certify the completion of the Gold Physical Recreation Section in Welsh and English	50	4.95
OP0165	Gold - Residential Project Certificate (W/E)	To certify the completion of the Gold Residential Project in Welsh and English	50	4.95
<b>Award Level Certificates</b>				
<b>Gold Award Certificate</b>				
Gold Award Certificates are only presented by the Award Head Office direct to the Award Recipient at a Gold Award Presentation. They are not available to order.				
OP0171	Bronze Award Certificate	To certify completion of the Bronze Award by a participant	1	0.00
OP0172	Bronze Award Certificate (W/E)	To certify completion of the Bronze Award by a Welsh participant	1	0.00
OP0181	Silver Award Certificate	To certify completion of the Silver Award by a participant	1	0.00
OP0182	Silver Award Certificate (W/E)	To certify completion of the Silver Award by a Welsh participant	1	0.00
<b>Award Level Badges</b>				
<b>Gold Award Badge, Brooch &amp; Miniature Pin</b>				
Gold Award Badges, Brooches and Miniature Pins are presented by an Operating Authority to the Award Recipient at their local Gold Award Presentation. Award Officers will be sent the appropriate number of Badges, Brooches and Miniature Pins on receipt of the completed "Attainment of Gold Award Notification Form" by the relevant Award Office.				
<b>Replacement Bronze, Silver or Gold Award Badge</b>				
Replacement Award Level Badges are available, however; photocopies of the appropriate Award Level Certificate or Authorisation Page of the Record Book must be enclosed with the order.				
OP0191	Bronze Award Badge	Badge to be awarded to participants who complete the Bronze Award (bronze)	1	0.00
OP0201	Silver Award Badge	Badge to be awarded to participants who complete the Silver Award (silver and green)	1	0.00
<b>Cadet Forces Level Badges</b>				
OP0211	Bronze Award Uniform Badge	Cloth uniform badge for Cadets who complete the Bronze Award	1	2.95
OP0212	Silver Award Uniform Badge	Cloth uniform badge for Cadets who complete the Silver Award	1	2.95
OP0213	Gold Award Uniform Badge	Cloth uniform badge for Cadets who complete the Gold Award	1	2.95
<b>General Certificates</b>				
OP0231	Custom Certificate	Blank certificate that can be customised for use on a variety of occasions	10	3.50
<b>Licencing</b>				
OP0241	Access Organisation Agreement Pack	Agreement pack for Operating Authorities to use when licencing Access Organisations	1	2.50

## THE FOLLOWING MATERIAL MAY ONLY BE ORDERED BY ACCESS ORGANISATIONS

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Licencing</b>				
AC0011	Access Organisations Outline Information	Information for potential Access Organisations	10	1.50 *
<b>Activity Logs</b>				
AC0021	Service Section Activities Log	Sheet to record young person's progress through qualifying Service activities	50	4.95
AC0022	Expeditions Section Activities Log	Sheet to record young person's progress through qualifying Expedition activities	50	4.95
AC0023	Skills Section Activities Log	Sheet to record young person's progress through qualifying Skills activities	50	4.95
AC0024	Physical Recreation Section Activities Log	Sheet to record young person's progress through qualifying Physical Recreation activities	50	4.95
AC0025	Residential Project Activities Log	Sheet to record young person's progress through qualifying Residential activities	50	4.95
<b>Credit Notes</b>				
AC0031	Service Section Credit Note	Verification for an Operating Authority that a young person has completed qualifying Service activities through an Access Organisation	50	4.95
AC0032	Expeditions Section Credit Note	Verification for an Operating Authority that a young person has completed qualifying Expedition activities through an Access Organisation	50	4.95
AC0033	Skills Section Credit Note	Verification for an Operating Authority that a young person has completed qualifying Skills activities through an Access Organisation	50	4.95
AC0034	Physical Recreation Section Credit Note	Verification for an Operating Authority that a young person has completed qualifying Physical Recreation activities through an Access Organisation	50	4.95
AC0035	Residential Project Credit Note	Verification for an Operating Authority that a young person has completed qualifying Residential activities through an Access Organisation	50	4.95
<b>Certificates of Prior Learning</b>				
AC0041	Service Section Certificate of Prior Learning	Young person's certificate to mark completion of qualifying Service activities through an Access Organisation (to accompany relevant Credit Note)	50	4.95
AC0042	Expeditions Section Certificate of Prior Learning	Young person's certificate to mark completion of qualifying Expedition activities through an Access Organisation (to accompany relevant Credit Note)	50	4.95
AC0043	Skills Section Certificate of Prior Learning	Young person's certificate to mark completion of qualifying Skills activities through an Access Organisation (to accompany relevant Credit Note)	50	4.95
AC0044	Physical Recreation Section Certificate of Prior Learning	Young person's certificate to mark completion of qualifying Physical Recreation activities through an Access Organisation (to accompany relevant Credit Note)	50	4.95
AC0045	Residential Project Certificate of Prior Learning	Young person's certificate to mark completion of qualifying Residential activities through an Access Organisation (to accompany relevant Credit Note)	50	4.95

## THE FOLLOWING MATERIAL MAY ONLY BE ORDERED BY AWARD IN BUSINESS OPERATORS

Product Code	Product Name	Product Description	Units/ Pack	Price/ Pack
<b>Delivery Resources</b>				
AB0011	AiB A4 Plastic Ring Binder	A4 clear plastic ring binder folder to hold training material or information about the Award in Business	1	0.00
AB0021	AiB Employee Leaflet	A5 6-page leaflet promoting the Award in Business to employees	1	0.00
AB0031	AiB Car/Photo Poster	A4 Award in Business promotional poster	1	0.00
AB0032	AiB Camera Poster	A4 Award in Business promotional poster	1	0.00
AB0033	AiB Tent Poster	A4 Award in Business promotional poster	1	0.00
AB0041	AiB Employer Booklet	A5 booklet promoting the Award in Business to employers & HR teams	1	0.00

## Terms and Conditions

### Opening Times

The Award Scheme Ltd is open 8.00am to 4.00pm Monday to Friday, excluding Bank Holidays.

### Delivery Times

Orders are delivered via either Royal Mail 1<sup>st</sup> Class Post, Parcel Force or Business Link and normally arrive within 4 working days. Deliveries to addresses outside the UK may take longer, please contact us for further details.

### Cancellations

Under the United Kingdom's Distance Selling Regulations you have the right to cancel your order for any item purchased from The Award Scheme Ltd, for a full refund. Order cancellations must be made in writing, quoting your order number, within 7 days of delivery of your item(s), and can be sent by e-mail to [asl@theaward.org](mailto:asl@theaward.org) or by post to ASL, Unit 18/19 Stewartfield Industrial Estate, Off Newhaven Road, Edinburgh, EH6 5RQ. Once you have cancelled your order, the goods should be returned to the same address, in their original condition, within 14 days of receipt. The item is your responsibility until it reaches us. For your own protection, we recommend that you send the parcel using a delivery service that insures you for the value of the goods.

### Incomplete Deliveries

If your delivery arrives with any items missing, please notify us within 14 days of receipt and we will gladly correct any omissions. Unfortunately, we are unable to correct omissions after this 14-day period.

### Returns

If your purchase is not as expected, simply return the item or items to us in their original condition within 14 days of receipt. We will issue a full refund on receipt, or exchange the item for a different item of equal value if preferred. The item is your responsibility until it reaches us. For your own protection, we recommend that you send the parcel using a delivery service that insures you for the value of the goods.

### Disclaimer

Whilst prices and specifications have been checked to the best of our ability, and every effort has been made to make them accurate, no responsibility can be taken for errors or omissions. We reserve the right to alter prices and specifications without further notice. Every endeavour is also made to be accurate in colour representation, this however is subject to the vagaries of reproduction and the printing process; colours may vary slightly from the colour shown.

### VAT

All prices include VAT, except items marked with \* which are VAT exempt.

### Merchant

The Award Scheme Ltd. is a wholly owned subsidiary of The Duke of Edinburgh's Award, Registered Charity (No.1072490), to which it gifts all of its taxable profits.

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