

INTRODUCTION

The purpose of this booklet is to assist Battalion Queen's Badge Advisers give the candidates they are advising the best possible support throughout their Queen's Badge programme, whilst maintaining the standard of the Brigade's premier award.

Whilst the content of this booklet is limited by the space available, support is available to advisers from the Advanced Awards Group, or direct from the Training and Development staff at Northern Ireland Headquarters at Rathmore in Larne.

The role played by Queen's Badge Advisers is crucial to the success of the Queen's Badge programme.

Thank you for your support, and all good wishes in your work with your candidates.

KENNETH MCLAUGHLIN
Training and Development Support Officer

THE ROLE OF THE ADVISER

The role of the Adviser, in guiding a candidate towards their Queen's badge, can best be described in four phases.

Phase 1 – The Candidates Meeting

Phase 2 – Mid Programme Visit

Phase 3 – Endorsement of the completed Record Book

Phase 4 – Involvement in the Completion Course

The Candidates Meeting

For many candidates the Meeting marks the start of their Queen's Badge work, but many are only handed their Record Book en-route to their Meeting.

Whilst 'The Captain's Guide to the Queen's Badge' may help to rectify this by stressing the need for a Company Queen's Badge mentor, and their role prior to the Meeting, only a strong stance by Advisers will ensure the regulations are upheld at the outset.

The main purpose of the Meeting is to enable each candidate to prepare a programme of activity that is:

- Their choice of activity
- Will stretch and challenge them.
- Fully meets the regulations

The end product is the programme in writing, signed by the Candidate, their Mentor and the Adviser. Changes may be made to the programme at a later date, but these must be agreed with the Adviser in advance.

The Meeting:

This is an opportunity for the candidate and their Mentor to meet up with their Queen's Badge Adviser. The adviser should record their name, address, telephone number and email address in their Record Book (Page 2). The meeting also allows an Adviser the opportunity to explain the Queen's Badge regulations to the candidates and respond to their questions.

A Meeting Programme may look like this:

- 7.00 pm. Arrival and Report
- 7.15 pm. Introductions and Opening Prayer
- 7.30 pm. The Queen's Badge Explained
A visual presentation explaining briefly the elements of the Q.B. programme.
- 8.00 pm. Tutorial in Small Groups
To discuss programmes, check and sign Record books.
- 9.00 pm. Closing Prayer and Dispersal.

The one hour session, will enable those who have not prepared for the conference to withdraw and consider their programme with their Mentor.

Advisers should **NOT**:

Sign the programme unless it is complete

Accept a draft on a piece of paper, "because the candidate wants to word process it"

This may mean the book remains unsigned at the end of the conference, the onus is then on the candidate to get the completed programme to you for your signature.

Mid Programme Visit

In order to ensure the candidate is making satisfactory progress, it is recommended that every candidate is visited at least once during the period of their programme.

Those experiencing difficulty or having to change their programme may require additional support.

Do remember, candidates have a Company mentor to support them. Your role may be to advise their mentor.

Endorsement of the Record Book

Once the candidate has completed the programme and recorded all their experiences in their Record Book, they are ready for attendance at their Completion Residential. The Adviser is required to endorse the candidates Record Book to confirm:

All sections of the Record Book are complete.

The programme is as agreed at the Candidates Meeting.

Any changes in the programme were authorised by the Adviser.

The standard of the book, reasonably reflects the candidates ability.

If the Record Book fails to meet any of the above criteria, the book should not be signed. The Adviser should not worry about taking on the responsibility for this, if agreement is not reached, the candidate and his mentor should be referred to the Advanced Awards Group or Northern Ireland Headquarters.

The role of the T&D Officer at this stage is not to make a decision but to arbitrate between the parties involved.

Involvement in the Completion Residential

Queen's Badge Adviser's are encouraged to be involved in the Staffing of the Completion Residential. This experience is quite unique in the Brigade and the Adviser will have knowledge and expertise, of the regulations, and in working with Queen's Badge candidates.

Why use Queen's Badge Advisers?

Utilise the expertise and experience of the Advisers.

Make the Advisers aware of the standard of programmes throughout the area.

Build the Queen's Badge team, with the common purpose of maintaining the standard of the premier award.

It is not intended that the course is an assessment of the standard of the books. **If the Advisers are diligent in carrying out their checks prior to endorsing the book, there should be no need for this.**

Queen's Badge

The Queen's Badge is the highest award that a young person can gain as a member of The Boys' Brigade. It aims to challenge young people, provide new opportunities and expand their horizons. Queen's Badge activities will normally be spread over two or more sessions, and this will be reflected in the Candidate's agreed *Programme of Activity*.

To gain the Queen's Badge a young person has to:

1. Hold the President's Badge**2. Attend a Queen's Badge Candidate's Meeting.**

This should be undertaken as soon as possible after registration for the Queen's Badge. At it the Candidate will agree an individual *Programme of Activity*.

3. Participate in Skills based training. This should be undertaken as soon as possible after registration, and not less than 6 months prior to completion. Training should include at least one of the following, and may be provided by the Brigade or other suitable external agencies:**a) Practical Skills Training**

- i. Relevant skills-based training to support work in the Company or Church: or
- ii. Relevant skills-based training to support voluntary work for others: or
- iii. Relevant life-skills training to support personal development

b) Leadership Skills Training

Relevant training to enhance leadership skills.

4. Take responsibility within the Brigade or Church

The candidate is expected to assume an appropriate degree of responsibility for an aspect of BB or Church activity. A minimum of **30 hours activity** is required across the planned period of involvement, and could include two or more different experience over two or more BB sessions. Activities can be at any level of the Brigade and Church, and may benefit from undertaking part of the activity outside the Company or Church.

The candidate is encouraged to explore options suitable to their own situation and are invited to submit proposals as part of their planned *Programme of Activity*. These may include (but are not restricted to) the following.

Responsibility for others within the Brigade or Church

- i. Work with younger members of the Brigade or Church in a regular programme of activity for a minimum of 6 weeks.
- ii. Work with peers within the Brigade or Church in a regular programme of activity for a minimum of 6 weeks.

Projects and activities within the Brigade or Church:

- i. Take responsibility for the planning or delivery of all or part of an event in the Brigade or Church.
- ii. Take a responsible role for regular activities within the Brigade or Church for a minimum of 6 weeks.
- iii. Take a responsible role for a special project or new initiative within the Brigade or Church.

Key Tip!

It is important that young people are able to choose from a range of responsibilities that will challenge and inspire them. It may be appropriate for some young people to work with younger members in other sections of the Company, but not everyone will find this rewarding. It might be possible to help in another Company where practical help would be really appreciated or to volunteer at a National Brigade event or festival. Another alternative could be to work in Sunday School of Junior Church.

Don't restrict young people by giving them opportunities to lead in certain areas, e.g. games or tuck shop. Ask them for their ideas and encourage them to do more than they think they are capable of. Whatever form of service is chosen by the young person, they should be given real responsibility and to be encouraged to reflect on their contribution.

5. Provide Voluntary Service or Support to Others outside the Brigade and Church

The candidate is expected to undertake practical voluntary service to support other in the Community. A minimum of 30 hours activity is required across the planned period of involvement, and could include two or more different experiences in two or more Brigade Sessions.

Voluntary service or support may be provided in one or two of the following areas:

a) Voluntary service to individual or groups outside the Company:

Undergo appropriate briefing, and then provide regular practical voluntary service to individuals or groups of people in the Community for an agreed period of time.

b) Voluntary service to other agencies working with individuals of groups in the Community.

Undergo appropriate briefing, and then provide regular practical voluntary service to another agency or charitable cause with direct benefit to other people for an agreed period of time. The other agency may be the church working with groups or people in the community.

c) Voluntary work in the wider community

Undergo appropriate briefing, and then provide regular practical voluntary work as part of a group working for the benefit of the community at large for an agreed period of time.

Develop Interests

The candidate must undertake at least two activities from the following three sections:

- a) **Skills:** Learn a new skill, or develop an existing one.

Key Tip!

The list of skills is endless. It could be a hobby such as an art or a craft, playing a musical instrument, learning to drive etc. The Duke of Edinburgh's Award manual had hundreds of topics to investigate.

- b) **Physical:** Take part in a new activity or improve an existing one.

NB. Where both of the above activities are chosen, participation should be for a minimum of 6 months in one of the above, and 3 months in the other. Where only one is chosen, participation should be for a minimum of 6 months.

- c) **Expedition/Exploration:**

Encourage a spirit of adventure and discovery by preparing for and carrying out an adventurous journey as part of a team. Undergo appropriate training, including at least one supervised practice venture, then undertake a 3-day, 2-night venture with at least 7 hours planned daytime activity (e.g. journeying or exploration) per day.

Key Tip!

The activities and attainment standards for the above are comparable with the Silver D of E Award., If all three are undertaken, this will enable the candidate to qualify for the relevant part of The D of E Award.

Participation in a Completion Residential

The candidate must participate in a Completion Residential:

- a) No earlier than the session equivalent to Year 13.
- b) No earlier than 12 months from the date of registration, and
- c) Not less than 6 months from the completion of the skills-based training.

The Completion Residential is not a training course. It will provide opportunities for personal and shared reflection and evaluation; to share experiences, celebrate achievements, challenge opinions, and explore new opportunities within the Brigade, Church and wider community.

8. Record Activity

The candidate should maintain a log of activity and Record of Achievement. This Record Book will be their record of all the activities and work completed. The assessor in each area will be directly responsible for supervising progress and reporting on the candidate's contribution and achievement. The record book encourages young people to record activity in a variety of different ways e.g. video, presentation, blog, etc