

## Recognition of Prior Learning - RPA

### Scouting New Zealand

There are two areas of RPA that Scouts can apply for:

1. RPA of up to three months can be used for your major section of the Award.
2. RPA for the Adventurous Journey – Training section only for the first level of the Award that you sign up for.

*Please note: this must be set up at the start of your Award Journey (RPA will not be applied retrospectively) and must be approved by your Award Leader. RPA only applies to participants doing their Award through organisations who have a formal RPA agreement with National Office.*

Participants are able to claim **up to** 3 months RPA for the first Award they sign up to – this would either be the Bronze Award, Direct Entrant Silver Award or Direct Entrant Gold Award. The Participant needed to be within Award age guidelines when completing the activities they are claiming RPA for.

The Award Leader may decide the participant is not entitled to the full three months RPA. The participant needs to discuss their options regarding RPA before or during the setup process of the Online Record Book. Once agreed the participant can then follow the directions below.

### How to record RPA activities towards the Major Section.

1. The participant logs into the Online Record Book
2. Click on **the section or +** (please note, this must be your Major Section) that fits with the activities done by the participant that will be used for RPA .

The screenshot shows the Online Record Book interface. At the top, there are navigation links for 'My Award Leader' and 'User Guides'. Below this, there are two main sections: 'Bronze Level' (Completed 0 h) and 'Art / Architecture Appreciation' (Completed 0 h / 26 h MAJOR). The 'Art / Architecture Appreciation' section is selected, and a red arrow points to the 'Art / Architecture Appreciation Skills' option in the left-hand menu. The main content area shows a list of activities: 'Choose Activity Physical Recreation', 'Choose Activity Service', 'Adventurous Journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'. The 'Qualifying Journey' option is marked with a green checkmark. The main content area also displays 'You have no logs yet.'

3. Fill out the details using the guidelines below and click **SETUP**

**Activity Details**

Category: Gym / Personal Programs

Subcategory: Others

Please specify your category: RPA - (name of Organisation)

Goal: Completed 13 hours of (name of activity)

**Assessor Details**

Title: Select

Name: Award Leader's name

Email: Award Leader's email

SETUP

Select the category that best represents the activity the participant did, select OTHERS as the sub category and add RPA along with the organisation name in the description box.

In the goal add what activity was completed (this must meet the Award criteria and fit with the appropriate section.

Add Award Leader details and click setup.

4. This will then go to the Award Leader for approval.

5. The Participant can then create a single log under the RPA activity clearly outlining what they did and how it meets the requirements. If the participant received a certificate or documentation then they should upload this as a file under this Section.

THE DUKES OF EDINBURGH'S INTERNATIONAL AWARDS

my Award Leader User Guides

**Bronze Level**  
Completed 0 / 4

**RPA - (name of Organisation)**  
Completed 1 h / 26 h

LOGS OVERVIEW FILES

Please add a detailed log explaining what you did and how it meets the requirements of the section of the Award

21/10/2019 4h 0min

Art / Architecture Appreciation Skills

RPA - (name of organisation) Physical Recreation

Assisting Organisation Caring fo... Service

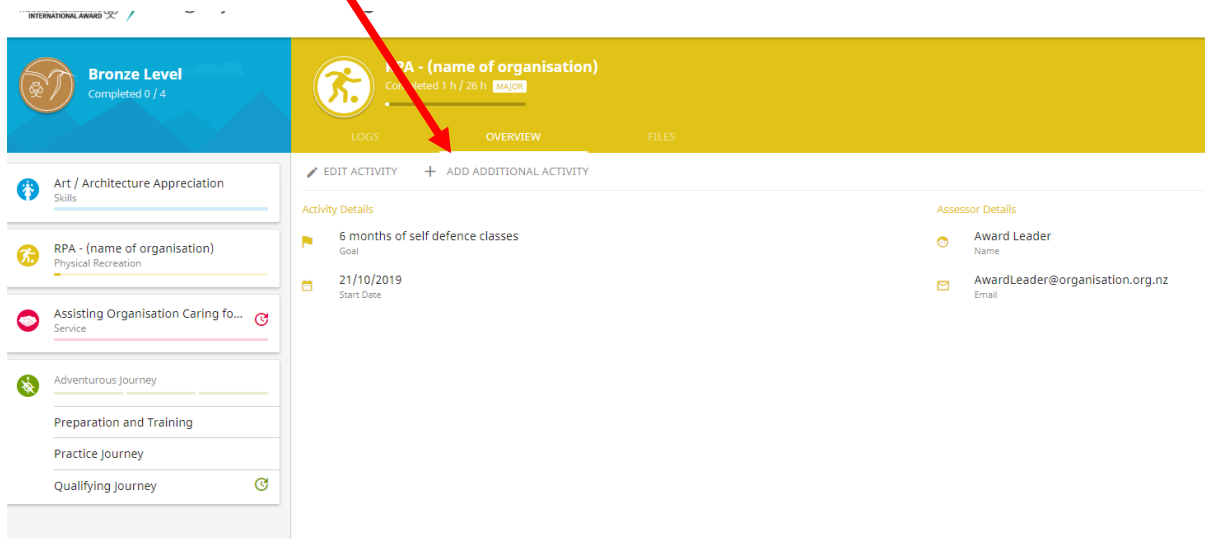
Adventurous Journey

Preparation and Training

Practice Journey

Qualifying Journey

6. The participant can then add the activity that they intend to do for the other hours of their Award by clicking on Add Additional Activity.



The screenshot displays the International Award user interface. At the top left, a blue header shows 'Bronze Level' with 'Completed 0 / 4'. The main header is yellow and features the award logo, the text 'RPA - (name of organisation)', and 'Completed 1 h / 26 h MAJOR'. Below the header are tabs for 'LOGS', 'OVERVIEW', and 'FILES'. A navigation bar contains 'EDIT ACTIVITY' and '+ ADD ADDITIONAL ACTIVITY'. A red arrow points to the '+ ADD ADDITIONAL ACTIVITY' button. The main content area is divided into 'Activity Details' and 'Assessor Details'. 'Activity Details' includes a goal of '6 months of self defence classes' and a start date of '21/10/2019'. 'Assessor Details' lists the 'Award Leader' name and email 'AwardLeader@organisation.org.nz'. On the left sidebar, a list of activities is shown, including 'Art / Architecture Appreciation', 'RPA - (name of organisation)', 'Assisting Organisation Caring fo...', 'Adventurous Journey', 'Preparation and Training', 'Practice Journey', and 'Qualifying Journey'.

7. When the Participant has met all the requirements, the Award Leader can push the Award forward to Award Leader Signoff and then signoff the completed Award.

Please contact [info@dofehillary.org.nz](mailto:info@dofehillary.org.nz) if you have any queries.