



INTRODUCTION

These notes are intended to assist those supervising the Queen's Badge, particularly those involved for the first time.

The role of the Company Captain or the Company Queen's Badge supervisor is very important in guiding the candidate towards gaining the highest award in the Brigade.

The Queen's Badge Record Book has been redesigned and this guide refers to that version.

The appointment of a "Company Supervisor" has been introduced recognising that some Captains, not being active in Company or Senior sections have only minimum contact with Queen's Badge candidates. In this case a copy of these guidance notes should be passed onto the supervisor.

It should be noted however that the Company Captain's Report (page 32 of the Record Book) must be signed by the Company Captain.

Early preparation and planning of "opportunities for potential Queen's Men" is necessary so that the supervisor is forearmed with details of the opportunities available to the candidate and is aware of the individual's interests so that a plan of action can be prepared when supervisor and candidate meet to set out the "Action Plan" prior to meeting with the District Adviser.

If in doubt about any section of the award, seek advice from your Battalion Adviser.

REGULATIONS FOR THE QUEEN'S BADGE

This is the premier award in the Boys' Brigade. It will only be gained by candidates who have completed a programme of leadership, service and activity. The regulations are – the candidate must:

- 1 Hold the President's Badge.
- 2 Be at least 16 years of age.
- 3 Attend a Queen's Badge Candidate's Conference as soon as possible after gaining the President's Badge. At this Conference a programme of work, prepared and submitted by the candidate, is agreed and entered in the Record Book.
- 4 Continue in membership of the Company for a further period of at least one year, during which time the candidate must: -
 - a) Accept an appropriate degree of practical leadership as a junior member of staff in the Company, and EITHER
 - b) Attend a Leadership Training Course approved by the Brigade, OR
 - c) Attend a Course approved by the Brigade designed to help with the candidate's practical work in the Company.
- 5 Undergo appropriate briefing and then undertake at least 30 hours of practical service with people outside the Company and the Church* (*except in circumstances approved by the Queen's Badge Adviser.) Wherever possible, practical service should be over a six month period.
- 6 Undertake one or more activities from the following sections: -
 - a) Expedition / Exploration
 - b) Skills
 - c) Physical RecreationThe standards required are comparable with The Duke of Edinburgh's Silver Award. (NB If all three are undertaken, this will enable the candidate to qualify for the relevant parts of the Duke of Edinburgh's Silver Award, subject to DEA Regulations, which should be checked at the outset.)
- 7 Satisfactorily attend a Queen's Badge Completion Course, not less than twelve months from the date of registration, and preferably 18 to 24 months from the date of registration.
- 8 The Company Captain must complete a full report on the candidate's work and progress throughout this period and recommend the candidate for the Award.

These regulations have not been changed with the re-design of the Queen's Badge Record Book.



QUEEN'S BADGE REGISTRATION

Now that you have received the Queen's Badge Record Book for your candidate, Battalion Headquarters have alerted your District Adviser and Battalion Queen's Badge Organiser of the candidate's registration.

You should have received a white copy of form RC2 with the candidate's Record Book. Copies of this form have also been sent to the Adviser and the Organiser, preparing the way for the Candidate's Conference through to the Completion Course.

Please pay particular note to the Date of Registration on form RC2, as candidates will not be accepted on a Completion Course until at least twelve months after the date of registration.

ACTION BY THE CAPTAIN

If you do not intend supervising the candidate personally, please pass on these notes and the Record Book to the Company Supervisor immediately.

The candidate Supervisor should: -

- ◆ Give the Record Book to the candidate immediately.
- ◆ Advise the candidate to affix a passport size photograph and fill in personal details on page 2. Study the book carefully and consider the section "Get Going – Action Plan".
- ◆ Arrange a meeting with the candidate to discuss the programme of activities for the Queen's Badge and completion of pages 8 and 9 of the Record Book.

CANDIDATE'S CONFERENCE

An Adviser, appointed by the Battalion should contact you within four weeks to arrange the Candidate's Conference.

If not the Supervisor should contact the Adviser.

The date of the Conference may be some time away depending on how arrangements are made within the Battalion. If this is likely to delay the candidate from beginning any part of his plan, this should be discussed with the Adviser at this stage to ensure the activity planned meets the requirements of the Queen's Badge regulations.

With agreement from the Adviser, a candidate may begin their activity before the Conference.

The supervisor should: -

- ◆ Agree the programme of action with the candidate.
- ◆ Accompany the candidate to the Candidate's Conference. Ensure the Adviser's details are added to page 2.
- ◆ Make arrangements with fellow Company Officers for the candidate's practical leadership within the Company.
- ◆ Enrol the candidate on a Leadership Training Course or a Training Course which will assist in the practical leadership within the Company. Details of Battalion Leadership Courses will be published annually in the programme of events and circulated to all Companies. Other courses exist nationally at Carronvale and details are available from Scottish Headquarters. **All Leadership Courses must be licensed and given a course number by Headquarters before the candidate attends.**
- ◆ Support and encourage the candidate ensuring that they are making progress with all sections of their programme and assist as required.



GET GOING

Some useful hints in the planning of a Queen's Badge programme.

It is the candidate's programme and they should select what they would prefer to do, the supervisor's role is one of offering suggestions and guidance.

PRACTICAL LEADERSHIP

Some of the most valuable leadership experience gained by candidates is in the Anchor or Junior Sections where their influence as a junior leader is accepted by the boys and their leadership abilities are challenged.

DO: -

- ◆ Brief the officer in charge of the section what is expected of them when they host a candidate; this is to include regular briefings with the candidate.
- ◆ Set clear targets for the candidate to achieve, e.g. during the period of service the candidate will prepare and lead: -
 - a) a games session
 - b) an achievement class
 - c) a physical session
 - d) a worship session

And contribute to the general running of the section with the other leaders.

- ◆ Use their expertise to enhance the programme, they may possess sporting talent, musical skills, or interests gained outwith BB.

DO NOT: -

- ◆ Impose them on a section where the leaders have no idea what is expected of themselves or why the candidate is there.
- ◆ Expect a high standard of leadership when set to work with their peers.
- ◆ Put them into a section in which they have no interest, to meet the leadership needs of the Company.

SERVICE OUTWITH THE COMPANY AND THE CHURCH

Some examples of suitable service include: -

HOSPITALS

Hospital Radio
Visiting Patients
Collecting and distributing books and magazines
Orderly Work
Support worker with the WRVS Services.

SENIOR CITIZENS

Visiting
Shopping and running errands
Changing library books
Reading aloud
Writing letters
Gardening and cleaning
Exercising pets
House decoration
Visits to residential homes
Arrange parties, outings, entertainment

TO THOSE WITH A HANDICAP

Taking out those confined to wheelchairs
Helping (whilst carers are out)
Reading to those with sensory impairments
Taking those with visual or hearing impairments for walks
Taking individuals to Church or other meetings
Help at special schools – swimming, cycle maintenance, handicrafts, etc
Help at summer schools PHAB
Baby sitting for parents of children with special needs
Helping at homes or clubs catering for those with a handicap.

QUEEN'S BADGE GUIDE

The Boys' Brigade, Glasgow Battalion



CHILDREN

Regular visits to children's homes
Swimming with children
Collecting, repairing and making toys and games
"Babysitting" for single parents or busy mothers
Decorating rooms for playgroups
Visits to residential homes
After school clubs
Special education needs (Help with reading)
Visits to theatres, church, circus or other events

OTHERS

Service to the RNLI (lifeboats)
Holiday clubs for elderly or disadvantaged
Summer missions
Special community projects
Fund raising for charities
Work in charity shop
First Aid provision at events

Some of the activities listed may be arranged through the Church and will be permitted by the Adviser. The general rule is that the service is given to individuals. Carrying out maintenance tasks within the church, or doing the job normally done by an adult will not be accepted.

Candidates are now required to record the activities taken and the time spent as well as giving a report of their service.

IF IN DOUBT ASK before starting the service, do not risk spending 30 hours doing an activity that is not within the spirit of the regulations.

ACTIVITIES

EXPEDITION / EXPLORATION

This activity must be done over three days with a minimum of seven hours activity each day.

An expedition on foot should be self-sufficient for three days and two nights camping, covering at least 48 kilometres in the process.

An exploration follows the same criteria except the distance travelled may be reduced and the time saved spent on investigating or researching material for the project which gives the expedition its purpose. a minimum of ten hours must still be spent journeying during the three days.

The record book report should include a copy of the expedition log or exploration project.

For full details refer to the Duke of Edinburgh's Award handbook.

SKILLS

Most young people have interests or hobbies often outwith the BB experience that will, with some planning and effort, qualify for this section of the award. The list is endless from aeronautics to zoology. Included is the playing of musical instruments, photography, bird watching, fly fishing, religions of the world, etc.

Their progress is assessed by determining where the individual's starting point is then measuring how they have advanced. Assessors will normally be from outwith the Company staff.

For full details refer to the Duke of Edinburgh's Award handbook.

PHYSICAL RECREATION

This section offers young people a wide choice depending on their personal preferences. Activities are divided into three categories: -

- ◆ Activities with set standards, usually set by the National Governing body; Athletics, Canoeing, Cycling, Golf, etc.
- ◆ Activities with participation programmes; Bowling, Country Dancing, Gymnastics, Skiing, etc
- ◆ Activities covered by the general team games participation programme; Football, Curling, Rugby, Volleyball, etc.



LEADERSHIP TRAINING COURSE

Opportunities are offered in three areas: -

- 1 National Course – at Carronvale House, designed to meet the needs of a specific group of candidates. Details of courses are available from Scottish Headquarters and are publicised in the Gazette sent direct to Officers and on the WEB
- 2 Battalion Courses – details are contained with the annual programme of events and circulated to all Captains.
- 3 Other Training Courses – will be identified by the candidate themselves or their supervisor. They must make a direct contribution to the leadership role of the candidate in the Company; e.g. a candidate involved in physical activities may take a SGA Floor and Vault Certificate course. A junior leader in a band may attend a Band Instructor's Course.

All courses in this category must be authorised and given a course number by Scottish Headquarters staff.

COMPLETION COURSES

A programme of Completion Courses is circulated to Captains at the start of each session; they tend to be held annually on similar dates and, in the case of Glasgow Battalion usually held in the month of March. Advisers should know dates of their own areas courses and be identifying the course dates early so that the candidates have ample opportunity to: -

- ◆ Make arrangements to ensure their availability to attend.
- ◆ Have a clear target for completion of all sections of their programme.

COMPLETION COURSE

Candidates should attend the Completion Course organised in their own area.

Where this is not convenient to the candidate they may attend a course outwith their own area.

Permission to do so must be obtained from their own area Organiser who holds their records.

Organisers have a pro-forma for this purpose and the completed pro-forma should accompany the Record Book when registering for the course.

PREPARATION BY THE SUPERVISOR:

Not less than twelve months after registration.

- ◆ Ensure all sections of the book have been completed to a standard appropriate to the candidate's ability. A checklist for the candidate's use is included at the back of the Record Book.
- ◆ Complete (or arrange for completion of) the Company Captain's Report
- ◆ Pass the completed book to the candidate's Adviser for endorsement. The Adviser may question the standard of any section of the book and request further work from the candidate before signing.
- ◆ Pass the book to the Completion Course Organiser as advised in the course joining instructions.

A selection of Record Books may be retained after the Course. This is for Quality Assurance checks by Scottish Headquarters and does not impede the award of the Queen's Badge to the candidate. The blue form should be removed from the book and signed by the organiser to allow application to be made for the Badge.



OBTAINING THE AWARD

Following satisfactory completion of the course and the authorisation of the award by the Battalion Organiser the blue form should be removed from the back of the record book and all sections completed. The authorisation box on the blue form is signed by your Battalion Organiser. The completed form, together with the appropriate fee, should be presented to Battalion Headquarters. The badges and certificates will be duly supplied.

Successful candidates will be invited to attend the annual Queen's Badge Presentation Ceremony.

Record books should not be sent with the application.

PRESENTATION OF THE AWARD

A Queen's Badge presentation should be a special occasion:

- ◆ When all members of the Company are present
- ◆ The candidates parents, family and friends are present
- ◆ An appropriate personality is invited to make the presentation.

The presenter should be suitably briefed when asked to present the award. The candidate's Record Book may be used for this purpose.

Normally, in Glasgow, Badges are first presented at Company Inspections or Display or other suitable event organised by the Company. It is our practice to organise an annual Presentation Ceremony for Certificates to Queen's Men centrally and to give this the right stature place in our work. Successful candidates will be invited to attend. Normally tickets are issued on the basis of two per candidate plus one for the Company Captain.

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Please note: Relevant fill-in pages of the Queen's Badge Record Book area available from Battalion Headquarters in an MSWord file. This will enable candidates, if they wish, to prepare text on computer and to run off the relevant pages on a colour printer. Copies of files and information can be provided by e-mail if requested or downloaded from the Battalion's website.