

**The Hong Kong Award for Young People
Adventurous Journey Section Panel
Adventurous Journey Instructors Central Registration Scheme (CRS)**

Note for Applicants

1. Registration Procedure

All OAs are eligible to nominate their own Adventurous Journey instructors to join the CRS. Registration Form of the CRS may be downloaded from the AYP website. Applicants should complete and return the Registration Form to be signed by the OA concerned, together with a valid standard first-aid certificate recognized by Labour Department (applicable to new instructor registration), Sexual Conviction Record Check(SCRC) code checking letter, receipt for the SCRC application fee (if applicable), related certificate or record form to the CRU Secretariat. The Registration Procedures normally take about 3 months. The tenure of registration is three calendar years. Upon expiry, those registered Adventurous Journey Instructors may start to apply for re-registration six months before the expiry date.

2. The Tenure of Registration

Under normal circumstances, the tenure of registration will last for 3 calendar years. Re-registration is required upon the date of expiry.

3. Registration Criteria

i) New Instructor Registration

All AYP Adventurous Journey Instructors Training Courses organized by OAs should be designed according to the “Guidelines on Training Adventurous Journey Instructors/Assessors” as stated in the Award Handbook (Rules & Regulations). Course information must reach the CRU at least two months before the course commences if the OA concerned would like to have their newly appointed Adventurous Journey instructors to be registered under the CRS. Upon completion of the course, the OA concerned may nominate their newly appointed instructors to join the CRS.

ii) Re-Registration

In order to be re-registered, those registered Adventurous Journey instructors must have at least 30 hours of service in conducting Adventurous Journey Training and attending Adventurous Journey related self-enhancement training during the tenure of registration. However, they should have at least 10 hours of Adventurous Journey service and 5 hours of self-enhancement training. The OA concerned needs to certify the service and self-enhancement training attendance record of their appointed Adventurous Journey Instructors before nominating them to the CRU for re-registration.

- Remarks:
1. Under normal circumstances, the service record of outdoor training is counted as follows: -
 - a) 4 hours for a half-day outdoor activity
 - b) 8 hours for a whole day outdoor activity
 2. If the instructor registered more than 1 specialty, service records for all specialties are counted altogether.
 3. Self-enhancement training should be related to Adventurous Journey Section. For enquiries, please call the CRU secretariat.

iii) Registration to a New Specialty

Registered Adventurous Journey instructors who wish to register to a new specialty are required to be trained according to the “Guidelines on Training Adventurous Journey Instructors/Assessors” stated in the Award Handbook (Rules & Regulations). Upon completion of the training, the OA concerned may appoint them as instructor of that specialty and nominate them to the CRU for registration.

iv) Registration for Up-graded Instructors

Registered Adventurous Journey instructors who would like to upgrade their status as higher-level instructors, they must follow the “Guidelines on Training Adventurous Journey Instructors/Assessors” stated in the Award Handbook (Rules & Regulations). Those up-graded Adventurous Journey instructors are required to inform the CRU by completing the Registration Form. Up-grade for different specialties should be arranged separately.

v) Registration Under Special Circumstances

For application other than the above categories, CRU will consider it on a case-by-case basis.

4. Registration Confirmation

All registered instructors will be informed by CRU through email with registration date issued.

5. Appeal on Registration

Instructors may appeal to Adventurous Journey Section Panel against any registration result. Written letter must be submitted for making such appeal.

6. Declaration on Safeguarding National Security

The Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region has been implemented in Hong Kong on 30 June 2020, taking an important step in safeguarding national security. To ensure that no acts or statements endangering national security occur during Adventurous Journey activities, the rules and regulations of “Declaration on Safeguarding National Security” are listed below, applicants are advised to read them carefully:

1. During my participation in the Adventurous Journey activities, I will fully comply with the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (National Security Law) and other laws relating to Safeguarding National Security in the Hong Kong Special Administrative Region.
2. I understand and agree that:
 - a) Safeguarding National Security is a duty and legal responsibility incumbent upon every resident and organization in the Hong Kong Special Administrative Region.
 - b) I will not, nor will I permit others to, use my role or the activities in which I participate to carry out any act or activity that endangers national security, including but not limited to: secession, subversion of state power, terrorist activities, or collusion with foreign or external forces to endanger national security.
 - c) If I am found to have committed any act that contravenes the laws on safeguarding national security, I am willing to bear the corresponding legal liability and accept any disciplinary action taken by the organization in accordance with relevant laws and its internal policies, including immediate termination of the collaboration or disqualification from participation.

When completing the application form, applicant signs the “Service Commitment and Declaration” section to indicate that the applicant fully understand and will comply with relevant regulations.

For enquiries, please contact CRU Secretariat. (Tel : 21578610 E-mail : crs@ayp.org.hk)

【Service to Other OAs/UUs】

I am willing to offer service to other OAs/UUs, CRU may disclose my contact to related OAs/UUs if needed.
Types of Courses: Courses are conducted in Cantonese Courses are conducted in English
 Courses for participants with special needs
 NOT willing to offer service to other OAs/UUs.

【Service Commitment and Declaration】

I hereby commit to abide by the Responsibilities and Code of Conduct of Adventurous Journey instructors. I sign below to indicate that I have carefully read the “Declaration on Safeguarding National Security”, and guarantee that I will comply with the “Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region” during all Adventurous Journey activities. Moreover, I agree that the Award may use and publish photos and videos which include my image for promotional purposes.

Date : _____ Signature of Applicant : _____

Remarks :

- 1. * Please delete as inappropriate
- 2. Please send the completed Registration Form, **SCRC code checking letter, receipt for SCRC application fee (if applicable), related certificate or record form** to the CRU Secretariat (Nos. 301-309, 3/F., Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon. Fax will not be accepted.

Notice for Collection of Personal Data

“The Hong Kong Award for Young People” will use the personal data collected for processing the specified applications or activities as stated in this form. We may also retain archived personal data for statistical, feedback collections, programme promotions, fund raisings and communication purposes. Should you require any enquiries and / or correction of your personal data, please call 21578600 to contact the Award Office.

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To be completed by Operating Authority :

I hereby certify that (Name of Instructor) _____
is appointed as an Adventurous Journey Instructor of _____ Operating Authority. The information provided above is true and correct and I recommend him/her to be registered under CRS as follows:-

- * Bronze / Silver / Gold Level Adventurous Journey (Hiking) Instructor
- * Bronze / Silver / Gold Level Adventurous Journey (Cycling) Instructor
- * Bronze / Silver / Gold Level Adventurous Journey (Canoeing) Instructor

OA Chop : _____ Signature of OA Representative : _____
Name of OA Representative : _____
Date : _____

To be completed by CRU :

Receive Date : _____

Registration Accepted : Yes Registration No. : _____

Registered Level and Specialty :

- * Bronze / Silver / Gold Level Adventurous Journey(Hiking) Instructor
- * Bronze / Silver / Gold Level Adventurous Journey(Cycling) Instructor
- * Bronze / Silver / Gold Level Adventurous Journey(Canoeing) Instructor

Registration Period : From _____
To _____

No Reason : _____

Signature of CRU Representative : _____

Name of CRU Representative : _____

Date : _____

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Service Record Form

Name of Instructor : _____ CRS No. : _____

Name of Training Course	Organization	Date	Service (Hrs)	Name of Organization Rep.	Tel. of Organization	Signature of Organization Rep.	Chop of Organization
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					

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Self-enhancement Training Record Form

Name of Instructor : _____

CRS No. : _____

Name of Training Course / Talks / Seminar	Organization	Date	Service (Hrs)	Name of Organization Rep.	Tel. of Organization	Signature of Organization Rep.	Chop of Organization
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					
		(yy) (mm) (dd) to (yy) (mm) (dd)					