

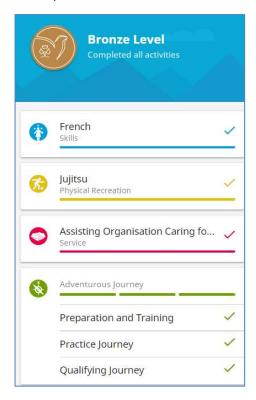
## 10. Completing your Award

In order to complete your Award, your activities must be consistent and meet the minimum time requirements as laid out in the Award Framework. If you are unsure about these requirements, please contact your Award Leader.

After logging all activities, your section will reach completion and you will be able to:

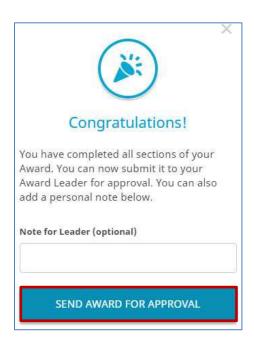
- Send the section to Assessor for approval via email.
- Upload a certificate or any documentation given to you that proves you completed that Section.

After your Award Leader have approved all the Sections, you will be able to send your Award for approval to your Award Leader.



You can send your Award to your Award Leader for approval

SEND



After your Award Leader has signed-off your Award, it is automatically send to your Award Office for final review.

Award approval request has been sent to

your leader

Awaiting Award Office Sign-off.

When the Award office has signed-off your Award, you will receive an email notification.

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