How does the ORB count hours?

For the Physical Recreation, Skills, and Voluntary Service sections of the Award, you must spend one hour per week or two hours every two weeks working towards your SMART goals. You earn the Award based on making a consistent effort for the duration of your Award level.

There is an algorithm that calculates the hours that have been completed in each section based on the logs that you enter. Each section must reach the required number of total hours before the section can be submitted to your Assessor and Award Leader.

A participant can log hours at the following intervals:
- 1 hour every 7 days
- 2 hours every 14 days
- 4 hours every 28 days

This allows participants flexibility in how often they enter logs, and the ability to make up short gaps by doing extra hours in the week they return to doing their activities again. For example, if they are sick and absent for a week, they can do two hours when they return to make up for the missed week.

If participants take a break for longer than four weeks, they cannot make up this gap with extra hours. For example, if they go on vacation for six weeks, when they return to doing their activity again, they will simply continue where they left off.

Taking a break
If participants need to stop working on their Award for any reason, that is acceptable. There is no penalty and they do not lose any progress that has already been recorded in the ORB. Just speak to your Award Leader in advance to make sure you have a plan in place to complete the Award.

Doing more than the minimum number of hours
Participants can do and enter more hours than are required for their activities, but only an average of one hour per week will be counted towards completing a section.

Doing less than an hour of an activity
The minimum duration of activity that can be logged is 30 minutes. It is possible to break down your activity into 30-minute spans and log them separately.

Examples
The following pages provide examples of how the ORB counts hours.

ORB Next Generation
Participant Calculation Example
(Whole Hours)

Award:	Bronze				
Major:	No				
Activity Hours:	13:00				
Activity Weeks:	13				
Activity Start Date for Calculations:	02/01/2017	Monday		The first Monday is always used when calculating the start of the Activity week count.	
Earliest Completion Date:	27/03/2017	Monday		This is the first day of the 13th week that the Participant 'could' complete this section.	

Totals: ➡ ➡ 26:30   13:00
⬇   ⬇

Week No.	Date	Day of Week	Hours Logged	Hours to Count	Cumulative Hours	Explanation / Notes
1	05/01/2017	Thursday	02:00	01:00	01:00	You can only count 1 hour per-week. All weeks start on a Monday.
2	09/01/2017	Monday	02:00	01:00	02:00	You cannot carry hours forward.
4	24/01/2017	Tuesday	01:00	01:00	03:00	
8	22/02/2017	Wednesday	04:00	04:00	07:00	Assumes absence of 3 weeks, therefore allowed to back-count 3 hours for those weeks plus this week.
9	28/02/2017	Tuesday	02:30	01:00	08:00	
9	01/03/2017	Wednesday	01:00	00:00	08:00	Hours are in the same week as the previous Log.
10	12/03/2017	Sunday	02:00	01:00	09:00	
11	13/03/2017	Monday	02:00	01:00	10:00	
11	19/03/2017	Sunday	01:00	00:00	10:00	Hours are in the same week as the previous Log.
12	20/03/2017	Monday	01:00	01:00	11:00	
13	27/03/2017	Monday	04:00	01:00	12:00	
13	30/03/2017	Thursday	02:00	00:00	12:00	Hours are in the same week as the previous Log.
14	06/04/2017	Thursday	02:00	01:00	13:00	

ORB Next Generation
Participant Calculation Example
(Fractional Hours)

Award:	Bronze
Major:	No
Activity Hours:	13:00
Activity Weeks:	13
Activity Start Date for Calculations:	02/01/2017 Monday The first Monday is always used when calculating the start of the Activity week count.
Earliest Completion Date:	27/03/2017 Monday This is the first day of the 13th week that the Participant 'could' complete this section.

Totals: ➔ ➔   **22:45**   **13:00**

Week No.	Date	Day of Week	Hours Logged	Hours to Count	Cumulative Hours	Explanation / Notes
1	05/01/2017	Thursday	02:00	01:00	01:00	You can only count 1 hour per-week. All weeks start on a Monday.
2	09/01/2017	Monday	02:00	01:00	02:00	You cannot carry hours forward.
4	24/01/2017	Tuesday	01:00	01:00	03:00	
8	22/02/2017	Wednesday	04:00	04:00	07:00	Assumes absence of 3 weeks, therefore allowed to back-count 3 hours for those weeks plus this week.
9	28/02/2017	Tuesday	00:30	00:30	07:30	Minimum Log is 30 minutes in duration.
9	01/03/2017	Wednesday	00:30	00:30	08:00	2 x 30 minutes sessions undertaken in one week count as 1 hour.
10	12/03/2017	Sunday	02:00	01:00	09:00	
11	13/03/2017	Monday	00:45	00:45	09:45	Minimum duration that can be logged in one session is 30 minutes.
11	19/03/2017	Sunday	01:00	00:15	10:00	15 minutes logged which this takes Logs for this week to 1 hour.
12	20/03/2017	Monday	01:00	01:00	11:00	
13	27/03/2017	Monday	04:00	01:00	12:00	
13	30/03/2017	Thursday	02:00	00:00	12:00	
14	06/04/2017	Thursday	02:00	01:00	13:00	

ACTIVITY HOURS CALCULATION EXAMPLE

HOURS COUNTED

Kickboxing
Completed 10 h / 13 h

| LOGS | OVERVIEW | FILES | Free-fo |

2 — I did two kickboxing classes because I took a break last week for Christmas holidays. It feels great to get moving again!
📅 2017-12-29 🕐 2h 0min
The extra one hour can be used to make up for missing the previous week of December 18-24

1 — I went to kickboxing class. We did partner drills and practiced what we already learned in our previous classes.
📅 2017-12-14 🕐 1h 0min

1 — I went to kickboxing class. I learned to jab-cross-lead hook and I felt really proud of myself for learning it so quickly.
📅 2017-12-09 🕐 1h 0min

0 — I went to kickboxing class. We learned to stack a jab-cross-jab combo.
📅 2017-12-02 🕐 1h 0min
This hour does not count because November 30 and December 2 falls in the same calendar week

1 — I went to kickboxing class today and did a partner drill with my sister at home for an extra half hour.
📅 2017-11-30 🕐 1h 30min
Extra time cannot be carried forward

1 — I went to kickboxing class. Today we learned how to strengthen our core to improve our kicks and punches.
📅 2017-11-23 🕐 1h 0min

1 — I went to two kickboxing classes in a row. We did bag work and kick punch combos.
📅 2017-11-10 🕐 2h 0min
Extra time cannot be carried forward

1 — I went to kickboxing class today. We learned bag work.
📅 2017-11-03 🕐 1h 0min

1 — I went to kickboxing class and did a 15-minute partner drill at home with my sister today.
📅 2017-10-26 🕐 1h 15min
Extra time cannot be carried forward

1 — I went to kickboxing class today. The instructor taught us how to stay safe and aware of people around us.
📅 2017-10-19 🕐 1h 0min