

Assessor Commencement Guide

The Duke of Edinburgh's International Award – Australia

Information for Participants

If your Award Leader has not already approved your Assessor, please complete the *Participant Details* below and give this Guide and a Volunteer Code of Conduct form to your intended Assessor. Please also remember to give them a sealable envelope to maintain the privacy of their completed **Volunteer Code of Conduct** (last page of this Guide). Return the completed **Volunteer Code of Conduct** to your Award Leader.

REMEMBER: *You can ONLY commence an Award Section activity AFTER your Award Leader has approved your Assessor for that Section.*

If you change any of your Assessors, you MUST inform your Award Leader.

Note: Award Participants are expected to comply with all safety requirements and procedures and not jeopardise the safety of themselves or others within the activity environment.

Participant Details (for Participant to complete)	
Participant Name	
Participant Contact details (e.g. phone, email)	
Award level (tick):	<input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold
Assessor required for (section name):	<input type="checkbox"/> Service <input type="checkbox"/> Skill <input type="checkbox"/> Physical Recreation <input type="checkbox"/> Adventurous Journey <input type="checkbox"/> Residential Project
Award Leader:	

Dear Assessor,

As an Award Assessor, you play a crucial role in the success of The Duke of Edinburgh's International Award (the Duke of Ed). Your role is to engage with Participants of the Duke of Ed and offer guidance, mentoring and encouragement as they undertake the Award Section that you are assessing. You will be part of a huge team of approximately 80,000 volunteers assisting Award participants around Australia.

Assessors need to:

- be over the age of 18 and, in most circumstances, not be an immediate family member
- have relevant experience, qualifications and/or be suitably skilled in the activity chosen by the young person
- must be familiar with the Participant's needs and abilities so realistic goals are set
- provide ongoing support and guidance as a mentor/instructor - please note you do not need to be with the Participant for every session, however you need to monitor their progress and provide feedback along the way
- write a report at the completion of that activity and sign off the Participant's records to verify that the Participant has achieved the requirements for that Section of the Duke of Ed

About The Duke of Ed

The Duke of Ed is an individual challenge that encourages young people between the ages of 14 and 25 years, to become involved in a balanced, non-competitive program of voluntary activities, which assists personal discovery and growth.

There are three levels of the Duke of Ed (Bronze, Silver and Gold) and there are four Sections that must be completed for a young person to qualify for an Award:

- Skill
- Service
- Physical Recreation
- Adventurous Journeys
- Residential Project (an additional Section at Gold level)

The activities for Skill, Service and Physical Recreation need to be undertaken by the Participant on a regular basis. Regular commitment is at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period. This participation is over a minimum period of 3, 6, 12 or 18 months depending on the Participant's level and choice of 'major' Section. The Participant should clarify this requirement with you.

Thank you for your interest in assisting young people in our community to reach their goals. If you have any queries or would like more information on the Award, you can contact your State/Territory Award Office (contact details p4), visit <http://www.dukeofed.com.au/> or phone 1300 4 DUKES.

Please note that an Award Leader can also be an Assessor.

** An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement.*

Next steps to becoming an Assessor

To be an Assessor for a Duke of Ed participant you will need to:

1. Agree to the Assessor Roles and Responsibilities
2. Agree and sign the Volunteer Code of Conduct
3. Give the signed Volunteer Code of Conduct Form back to the listed Participant
4. Ensure you meet the relevant Working with Children documentation in your state/territory
5. Have the Participant's Award Leader validate the agreement

*Once these steps are completed, the Participant may begin the activity you will be assessing.

ASSESSOR ROLES AND RESPONSIBILITIES

1. Be suitably experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection Legislation requirements in your State/Territory.
3. Agree to the Duke of Ed **Volunteer Code of Conduct** before undertaking any assessment (this can be found at www.dukeofed.com.au under Assessor resources).
4. Be approved by the Duke of Ed Award Leader and therefore the Award Unit prior to the Participant commencing the activity with you as their Assessor.
5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals they have set.
8. Ensure the Participant undertakes Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify they have achieved the requirements of The Duke of Ed.
11. Undertake your role as an Assessor in a safe work environment. This includes:
 - Taking reasonable care for your own health and safety;
 - That your conduct does not adversely affect the health and safety of others;
 - That you comply with any reasonable instructions relating to health and safety;
 - That you cooperate with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.

These Assessor Roles and Responsibilities can be found in part 2.2.2 of The Duke of Edinburgh's International Award – Australia Handbook [The Handbook] (see www.dukeofed.com.au) and can be viewed at: www.dukeofed.com.au/resource/assessor-roles-and-responsibilities

Is there Award insurance?

The Duke of Edinburgh's International Award - Australia provides *secondary* public liability and personal injury insurance covering almost all Duke of Ed activities. As a bona fide Volunteer you have some coverage under this insurance. Claims can be made against this insurance for any amounts not covered or only partially covered under the Award Units policy. If you'd like more information regarding this insurance please refer to: www.dukeofed.com.au/resources/insurance

How can I provide a safe environment for children?

Providing opportunities for young people to complete their Duke of Ed is very rewarding. Participants require a safe and non-threatening environment.

You need to ensure that all Volunteers/staff involved with the Participant are aware that they must conduct themselves appropriately with young people at all times.

Assessors are required to report any allegations of incidents concerning a young person to the Award Leader at the earliest convenience. Award Participants are expected to comply with the organisation's safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

How can I meet my State or Territory's Child Protection requirements?

Child Protection requirements and processes differ from organisation to organisation and state to state. Please check relevant State /Territory/Organisation's current Child Protection procedures.

The Participant's Award Leader must ensure that all Assessors have met the appropriate requirements for Child Protection *before* Assessors undertake Duke of Ed activities with them.

	Child Protection Authority	The Duke of Ed State/Territory Offices
ACT	www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp	Tel: 02 6291 1705 Email: dukeofedact@bigpond.com
NSW	www.kidsguardian.nsw.gov.au ,	OFFICE OF SPORT Tel: 131 302 (Prompt 4) Email: dukeofed@sport.nsw.gov.au
NT	www.workingwithchildren.nt.gov.au	Tel: 0437 595 529 Email: d.officer@dukesnt.com.au
QLD	www.bluecard.qld.gov.au/	Tel: 1800 177 338 Email: qld.award.office@dete.qld.gov.au Website: www.qld.gov.au/youth
SA	http://screening.dcsi.sa.gov.au/	Tel: 02 8241 1530 Email: InfoSA@dukeofed.com.au
Tasmania	www.justice.tas.gov.au/working_with_children	Tel: 0478 155 189 Email: dukestasmania@gmail.com
Victoria	http://www.workingwithchildren.vic.gov.au/	Tel: 03 8412 9333 Email: info@dukeofedvic.org.au Website: www.dukeofedvic.org.au
WA	www.checkwww.wa.gov.au/checkwww	Tel: 08 9321 4179 Email: info@dukeofedwa.org.au Website: www.dukeofedwa.org.au