Detach and hand this to your Assesssor at the START of your DofE activity.

VOLUNTEERING

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as the activity leader). DofE Leaders must approve the choice of Assessor for each section.

My name:_____ ***e*DofE ID No:** _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Volunteering section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Silver** DofE programme, I have to give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week:

Participant to write number of months here

months

Can you please:

- Understand what I want to get out of it and help me set my goals
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm volunteering
- Be available throughout my volunteering time and monitor my progress
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Volunteering section.

TEAR HERE

The Volunteering section

Aim: To inspire young people to make a difference within their communities or to an individual's life and develop compassion by giving service to others.

Completion of the section

Young people have met the DofE requirements if they've volunteered regularly, averaging at least one hour a week over the agreed time and if they've demonstrated effort, perseverance and improvement.

Your Assessor's report

Please take the time to think about what evidence you provide. You can talk about training, team contribution (if applicable) and achievement of their personal goals.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

Online

To enter your report online, visit **www.DofE.org/assessor** (or scan this QR code) and follow the instructions. You will need the participant's name, their *e*DofE ID number, their DofE level and the section you have assessed.

or...

On paper

Please fill in your comments on the Assessor's Report sheet which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into *e*DofE, our online system. You can also supply a certificate, letter etc. for them to scan.

TEAR HERE

Detach and hand this to your Assesssor
at the **END** of your DofE activity.

ASSESSOR'S REPORT VOLUNTEERING

To the participant

Remove this sheet, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time.

If your Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this form, when they return it to you completed and signed, scan or photograph it and upload it to *e*DofE, marking it as an '***Assessor's report***'. When it has been approved you will see it appear in your Evidence folder in *e*DofE. **You can then submit this section for sign-off.** You can also add your own comments in *e*DofE.

To the Assessor

Thank you for assessing this participant in their volunteering activity for their Duke of Edinburgh's Award.

To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at:

www.DofE.org/Assessor

You will need the information in the top right-hand box of the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

What to include in a report:

Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging.

Thank you for supporting young people with their DofE activities.

TEAR HERE

Assessor's Report – VOLUNTEERING

ASSESSOR'S REPORT
VOLUNTEERING

Participant: _____

eDofE ID No: _____

Level: **Silver**

Activity: _____

Date started: ____/____/____ Completed: ____/____/____

Goals set by participant: _____

_____

Assessor's comments:

Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.

Signature: _____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

Detach and hand this to your Assesssor at the **START** of your DofE activity.

PHYSICAL

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as a coach). DofE Leaders must approve the choice of Assessor for each section.

My name:_____ ***e*DofE ID No:** _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Physical section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Silver** DofE programme, I have to improve in an area of sport, dance or fitness over a set period of time. I need to spend the following length of time regularly doing my physical activity, averaging at least one hour a week:

Participant to write number of months here

months

Can you please:

- Understand what I want to get out of it and help me set my goals
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm doing my physical activity
- Be available throughout the time I'm doing my activity and monitor my progress
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Physical section.

TEAR HERE

The Physical section

Aim: To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity.

Completion of the section

Young people have met the DofE requirements if they've undertaken regular physical activity averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

Your Assessor's report

Please take the time to think about what evidence you provide. You can talk about training, team contribution (if applicable) and achievement of their personal goals.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

Online

To enter your report online, visit **www.DofE.org/assessor** (or scan this QR code) and follow the instructions. You will need the participant's name, their *e*DofE ID number, their DofE level and the section you have assessed.

or...

On paper

Please fill in your comments on the Assessor's Report sheet which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into *e*DofE, our online system. You can also supply a certificate, letter etc. for them to scan.

TEAR HERE

Detach and hand this to your Assesssor
at the **END** of your DofE activity.

ASSESSOR'S REPORT PHYSICAL

To the participant

Remove this sheet, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time.

If your Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this form, when they return it to you completed and signed, scan or photograph it and upload it to *e*DofE, marking it as an '***Assessor's report***'. When it has been approved you will see it appear in your Evidence folder in *e*DofE. **You can then submit this section for sign-off.** You can also add your own comments in *e*DofE.

To the Assessor

Thank you for assessing this participant in their physical activity for their Duke of Edinburgh's Award.

To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at:

www.DofE.org/Assessor

You will need the information in the top right-hand box of the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

What to include in a report:

Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging.

Thank you for supporting young people with their DofE activities.

TEAR HERE

Assessors Report – PHYSICAL

ASSESSOR'S REPORT PHYSICAL

Participant: _____

eDofE ID No: _____

Level: **Silver**

Activity: _____

Date started: ____/____/____ Completed: ____/____/____

Goals set by participant: _____

_____

Assessor's comments:

Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.

Signature: _____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

Detach and hand this to your Assesssor at the **START** of your DofE activity.

SKILLS

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as a teacher). DofE Leaders must approve the choice of Assessor for each section.

My name:_____ ***e*DofE ID No:** _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Skills section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Silver** DofE programme, I have to show development of practical, social or personal skills over a set period of time. I need to spend the following length of time regularly doing my skills activity, averaging at least one hour a week:

Participant to write number of months here

months

Can you please:

- Understand what I want to get out of it and help me set my goals
- Help me with advice, training and supervision as needed
- Support and encourage me while I'm learning and doing my skill
- Be available during the time I'm doing my skills activity and monitor my progress
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Skills section.

TEAR HERE

The Skills section

Aim: To inspire young people to develop practical and social skills and personal interests.

Completion of the section

Young people have met the DofE requirements if they've undertaken their activity regularly, averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

Your Assessor's report

Please take the time to think about what evidence you provide. You can talk about training, progress, personal development and achievement of their goals.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

Online

To enter your report online, visit **www.DofE.org/assessor** (or scan this QR code) and follow the instructions. You will need the participant's name, their *e*DofE ID number, their DofE level and the section you have assessed.

or...

On paper

Please fill in your comments on the Assessor's Report sheet which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into *e*DofE, our online system. You can also supply a certificate, letter etc. for them to scan.

TEAR HERE

Detach and hand this to your Assesssor
at the **END** of your DofE activity.

ASSESSOR'S REPORT
SKILLS

To the participant

Remove this sheet, fill in your details on the other side and hand it to your Assessor when you have completed the activity for the required period of time.

If your Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this form, when they return it to you completed and signed, scan or photograph it and upload it to *e*DofE, marking it as an '***Assessor's report***'. When it has been approved you will see it appear in your Evidence folder in *e*DofE. **You can then submit this section for sign-off.** You can also add your own comments in *e*DofE.

To the Assessor

Thank you for assessing this participant in their skills activity for their Duke of Edinburgh's Award.

To achieve an Award, participants need to prove what activities they've been doing, how they've progressed and how they've met the goals they set for each section. Please complete your report online at:

www.DofE.org/Assessor

You will need the information in the top right-hand box of the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

What to include in a report:

Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skills they have developed and mention any memorable things that they accomplished. Please remember to keep your comments personal, positive and encouraging.

Thank you for supporting young people with their DofE activities.

TEAR HERE

Assessor's Report – SKILLS

ASSESSOR'S REPORT
SKILLS

Participant: _____
*e*DofE ID No: _____
Level: **Silver**

Activity: _____

Date started: ____/____/____ Completed: ____/____/____

Goals set by participant: _____

_____

Assessor's comments:

Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.

Signature: _____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

Detach and hand this to your Assesssor at the **START** of your DofE activity.

EXPEDITION

In the Expedition section, Assessors must be a DofE Accredited Expedition Assessor.

My name:_____ ***e*DofE ID No:** _____

Expedition Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Expedition section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Silver** DofE programme, I have to plan, train for and undertake an expedition. For this level I need to do my expedition over:

3 **days** and **2** **nights**

As a guardian of the DofE's high standards, your role is to:

- Ensure that the aim of the expedition is met.
- Protect the interests of the DofE.
- Ensure that the 20 conditions of the Expedition section are fulfilled.
- Provide, as appropriate, local expedition area information to teams to help them decide how best to meet the 20 conditions.
- Be a fair, impartial and positive person who adds to the expedition experience, supports the team and sees a successful outcome.
- Do a final debrief at the end – discussing their experiences, how they developed and reached their goals.

When I have completed my expedition and achieved my aim, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Expedition section.

TEAR HERE

The Expedition section

Aim: To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous journey as part of a team.

Completion of the section

Young people have met the DofE requirements when they have successfully completed their qualifying expedition in line with the 20 conditions and delivered their presentation.

Your Expedition Assessor's report

Please take the time to think about what evidence you provide.
You can talk about training, team contribution and achievement of their personal goals.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

Online

To enter your report online, visit **www.DofE.org/assessor** (or scan this QR code) and follow the instructions. You will need the participant's name, their *e*DofE ID number, their DofE level and the section you have assessed.

or...

On paper

Please fill in your comments on the Assessor's Report sheet which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into *e*DofE, our online system. You can also supply a certificate, letter etc. for them to scan.

TEAR HERE

Detach and hand this to your Assesssor at the END of your DofE activity.

ASSESSOR'S REPORT EXPEDITION

In the Expedition section, Assessors must be a DofE Accredited Expedition Assessor.

To the participant

Remove this sheet, fill in your details where indicated and hand it to your Assessor at the start of your expedition.

If your Expedition Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this *Assessor's Report* card, when they return it to you completed and signed, scan or photograph it and upload it to *e*DofE, marking it as an '***Assessor's report***'. When it has been approved you will see it appear in your Evidence folder in *e*DofE. **You can then submit this section for sign-off.** You can also add your own comments in *e*DofE. Remember, you must also complete the training element of your expedition section on *e*DofE.

To the Expedition Assessor

Thank you for assessing this participant in their expedition activity for their Duke of Edinburgh's Award. Please complete your report online at:

www.DofE.org/Assessor

You will need the information in the top right-hand box of the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant. Please remember to keep your comments personal, positive and encouraging.

Practice expedition

Practice location: _____

Start date: ___/___/___ End date: ___/___/___

I confirm that the above participant has successfully completed all aspects of the Expedition Training Framework and practice expedition(s) for this DofE level.

Signature of Supervisor: _____

Name of Supervisor: _____

Date: ___/___/___

TEAR HERE

Assessor's Report – EXPEDITION

ASSESSOR'S REPORT
EXPEDITION

Participant: _____
eDofE ID No: _____
Level: **Silver**

Qualifying expedition

Aim: _____

_____

Dates: _____ Notification no. *(if relevant)*: _____

Area: _____

Expedition Assessor's full name: _____

Email: _____ Phone: _____

Expedition Assessor's ID No: _____

Pre-expedition check completed on (date): ____/____/____

Expedition Assessor's comments: _____

Signature: _____ Date: ___/___/___

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

Detach and hand this to whoever is seeing your expedition presentation.

PRESENTATION REPORT EXPEDITION

To the participant

Remove this sheet, fill in your details where indicated and hand it to whoever is seeing your expedition presentation. Remember, you can add your own comments and thoughts about your expedition, plus photographs, as evidence in eDofE to help make a great *Achievement Pack.* It is up to you who assesses your presentation, it can be any suitable adult who is not a family member.

To the person seeing the expedition presentation

Thank you for seeing this participants presentation following their DofE expedition. This is an important opportunity for the participants to evaluate their experiences on their DofE expedition. The presentation should bring the expedition aim to life and be more than just a report of the project.

What to include in a presentation report:

Please write about how the individual gave their presentation and what contribution they made. This can include the choice of style of the presentation; their self-confidence; how enjoyable it was; whether the expedition aim was fully explored; how they overcame any problems or obstacles they may have faced along the way... and how much fun they had!

Please remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their DofE activities.

Date of presentation: _____

Venue of presentation: _____

Presentation given to: _____

Please write your review overleaf...

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

Presentation Report – EXPEDITION

ASSESSOR'S REPORT
EXPEDITION

Participant: _____

eDofE ID No: _____

Level: **Silver**

Presentation review

Expedition presentation assessor's comments:

Signature of person assessing presentation:

Participants should scan or photograph this page and upload to eDofE as evidence.

TEAR HERE

TEAR HERE

DofE EXPEDITION

Participant's expedition safety card

Fill in these details, remove this sheet and take it with you on your expedition.

Team name: _____

Team members: _____

_____

DofE group/centre: _____

Licensed Organisation: _____

Expedition Supervisor

Name: _____

Address during Expedition: _____

_____ Expedition Tel: _____ Alternative Tel: _____

Other agreed emergency contacts (provided by the Expedition Supervisor)

Name	Role	Expedition tel:
1:		
2:		
3:		
4:		
5:		
6:		
7:		

TEAR HERE

Safety & advice

If your team is undertaking an unaccompanied practice or qualifying expedition in wild country, has the Expedition Area Co-ordinator been notified of your plans, using the Expedition Notification Form (e.g. the Green Form)?

Notification no:

- For all DofE expeditions, the Supervisor must be in the area.
- Do you know how and where to contact your Supervisor in an emergency?
- Have you prepared escape routes and alternative routes in the case of bad weather?
- Do not be afraid to turn back or change to the bad weather route if conditions make it unsafe to proceed. If you have to do this, your duty is to contact your Supervisor as soon as possible.
- Never split your team unless in the case of an accident.
- Weigh your pack. Keep your load to a maximum of a quarter of your body weight.
- Get the latest weather forecast and set out early in the day.
- Agree the expedition emergency procedures with your Supervisor and their team.

The information on this card should be used in conjunction with the training from your Supervisor and DofE Leader.

Mobile phones

DofE teams must not rely on mobile phones in case of an emergency situation. Participants carrying a mobile phone as a potential support tool need to be trained in their functionality and best use.

All users of the countryside should follow the Countryside Code:

- Be safe: plan ahead and follow any signs.
- Leave gates and property as you find them.
- Protect plants and animals, and take your litter home.
- Keep dogs under close control.
- Consider other people.

Participants are expected to follow their agreed codes of conduct and behaviour and not to disturb rural communities.

Access to private land:

Remember: Permission must be obtained from the landowner before you camp on private land. For the various rules on access which apply in the UK, please see www.DofE.org/expedition.

This is a reference card only and does not constitute full emergency procedures/policy.

06/2013

Accident procedure

In the event of an accident, keep calm – remember your training.

1. **Carry out immediate first aid** and make any casualties comfortable whilst waiting for help. Remember: make the casualty's position easily seen.
2. **Assess situation and agree plan.**
3. **Organise assistance and inform Supervisor.**
   - Follow your training and contact your Supervisor. If emergency assistance is required, dial 999 immediately and ask for police and then mountain rescue (then contact your Supervisor).
   - If needed, two persons to go for help (if possible).
   - Raise alarm at nearest habitation.
4. **Give the International Distress Signal:** six signals at one-minute intervals.
5. **Record key information to tell emergency services.**

Date and time of the accident:

Location: OS Sheet no. Grid Reference:

Approximate place name or nearest recognisable feature:

Condition of injured person(s):

Name(s)	**Responsiveness:** alert/verbal/responsive to pain/unresponsive. **Injuries:** bleeding/fractures/burn/medical conditions etc.