

DofE Assessor's Guidance Notes

Thank you for your time and commitment offering to assess a participant for part of their DofE programme.

What they will do

- Volunteering:** give practical voluntary service to individuals, the environment or the community
Physical: improve in an area of sport, dance or fitness
Skill: show development of practical, social or personal skills

What they cannot do

- Participants may not use any activity which is part of their compulsory curriculum
- They may not use any activity for which they are paid
- They may not count volunteering if it is done for a commercial (profit making) organisation

How long they will do it

Depending on the level of their Award (Bronze, Silver or Gold) the participant might need to take part in their chosen activity for 3, 6, 12 or 18 months, **averaging at least one hour a week.**

What we would like you to do

- Understand what the participant wants to get out of it and help them to set appropriate goals
- Help with advice, training and supervision as needed
- Support and encourage them as they participate
- Be available from time to time and monitor their progress (asking them to keep a log helps)
- Do a final assessment at the end - commenting on their experiences and how they have developed and reached their goals

Completion of the section

Young people have met the DofE requirements if they've participated regularly, **averaging at least one hour a week** over the agreed time and if they've demonstrated effort, perseverance and improvement. If you feel they have not fully achieved the requirements on time or commitment, it would be appropriate to ask them to continue until they have done so.

Your Assessor's report

You can write about training, team contribution (if applicable) and achievement of their personal goals. 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 and follow the instructions. You will need the participant's name, their eDofE ID number, their DofE level and the section you have assessed.

On paper

Please fill in your comments on the Assessor's Report sheet which the participant received in their Welcome Pack (mini-sample below) and should hand to you at the end of their activity. Return this to the young person, who will scan it and upload it into eDofE, their online system.

The image shows three sample Assessor's Report forms, one for each section: Volunteering, Physical, and Skills. Each form has a header with the DofE logo and the title of the section. Below the header, there are fields for the Assessor's name, DofE ID No., and Level. The main body of each form contains a section for 'Assessor's comments' with a large area for writing. At the bottom of each form, there are fields for the Assessor's signature, name, position/qualification, phone number, and email. A small note at the bottom of each form states: 'Participants should scan or photograph this page and upload to eDofE or eDofE.' The forms are arranged horizontally and are slightly overlapping.