



APPROVED ACTIVITY PROVIDERS



Writing Assessor Reports

Thank you for your time and commitment offering to assess the Volunteering section of a participant's Gold Duke of Edinburgh's Award.

We appreciate your assistance and hope that you will enjoy your involvement, helping a participant through the section and to help them get the most from the activities they undertake.

The aim of the Volunteering section is for participants to take part in a volunteering activity with a charity or within a community, to make a difference in other people's lives or to provide a service.

As the Assessor you...

- Can help the young person understand what they want to get out of it and help them set their goals.
- Can help the participant with advice, training and supervision as needed.
- Can offer support and encouragement.
- Could do a final assessment at the end – discussing their experiences, how they developed and reached their goals.
- Cannot be related to the participant.
- Should be qualified/trained for the activity the young person is undertaking.

The Assessor's Report

When the participant has completed the minimum time requirements and achieved their goals, the DofE requires a written report which is a record of their progress. This is called an **Assessor's Report**.

As an AAP Assessor you are responsible for writing a participant's Assessor Report. The Report makes up part of the evidence which is used to sign off a participant's section.

The Assessor's Report, which is written following the successful completion of a Volunteering section, is a written record of the Volunteering section and should capture the participant's memorable and major achievements.

Submitting a report

There are two ways to submit an Assessor Report. You can complete the sectional Assessor's Report Card,

found in a participant's *Welcome Pack*. Alternatively you can add your report directly into the participant's online eDofE account via [DofE.org/assessor](#). All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold)
- The section you are assessing them for (for example the Volunteering section).

Your comments are automatically sent to the participant's DofE Leader for approval before being added to the participant's account. We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you.

Assessor Report

As an Assessor you can add your report directly into the participant's online eDofE account from here. All you need is the participant's eDofE ID number, their Award level (Bronze, Silver or Gold) and the section you are assessing them for (Volunteering, Physical, Skill, Expedition or Residential). Please ask the young person you have been supporting for these details. Your comments automatically go to the participant's DofE Leader for approval before being added to the participant's account. We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you. Please remember to keep your comments positive and encouraging. Thank you for supporting young people with their activities.

All fields marked * are mandatory.

Participant's ID number:

Level:

Participant's name:

Section you are assessing:

Activity:

Start Date:

End Date:

Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.

Assessor's review/comments:

Assessor's name:

Assessor's job title/position:

Assessor's email:

Assessor's phone number:

Assessor Report

If you wish to retain a personal copy of the report you submit, draft it in a separate document first then copy & paste it into this portal.

If you get an automated reply of 'Sorry...the page you have requested is currently unavailable'. This is because the participant has not activated their eDofE account. Ask the participant to sign into their eDofE account and complete their minimum timescales. Once they have completed this, you can send them the reports.

What to include in your report

- ▶ Please confirm how long the participant has been undertaking the activity and how frequently, while describing their achievements 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 include the start and end dates that the young person undertook their activity.
- ▶ **Expedition Assessors:** Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.
- ▶ Please remember to keep your comments personal, positive and encouraging.
- ▶ Thank you for supporting young people with their DofE activities.
- ▶ Download a sheet showing some [example reports here](#).

Communications

We would like to keep you informed of DofE news and offers including updates about special offers and discounts available.

Above: example of Assessor's Report screen on [DofE.org/assessor](#), once initial information has been entered and checked.

What you should write

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs.

It is not acceptable to simply say "he/she satisfactorily completed the Volunteering section".

At the end of the Assessor's Report it can be a good time to suggest that the participant progresses to the next level of the DofE or, if they have completed their Gold Award, to volunteer with a local DofE group.

Below are some example Assessor Reports that have been submitted by DofE Assessors.

Any questions?

Residential and Volunteering sections:

Jade Herriott, AAP Officer
T: 01753727483
E: jade.herriott@DofE.org

Chandni excelled whilst volunteering as a peer educator.

She has a personable nature and was able to talk to the younger kids on their level and really engaged them.

From July 2015 to February 2016 her confidence seemed to grow and she developed her own style of explaining our key messages.

She has been a fantastic ambassador for the charity and we have been delighted to have her on board.

A stand out moment for us was when her talk encouraged a young person to confide in her, Chandni handled it with great maturity and took the appropriate steps to refer the young person. This experience will be great to enhance Chandni's CV or lead on to many different career paths and we hope she continues to stay involved with the charity. Well done Chandni.

Participant name:

Pete McDonald

Dates:

10th January 2015-30th January 2016

Activity:

Charity shop volunteering

Assessor name and contact:

Anna Clegg 07XXXX XXX XXX

Pete has volunteered with us from January 2015 to January 2016. He proved to be an enthusiastic and well-motivated volunteer.

He successfully completed all the tasks he has taken on, which have developed in responsibility over time. Pete was popular with the team and customers alike.

He has most certainly grown in confidence during his placement and has been a huge asset to the charity.

Thank you Pete for your support and commitment and we would love to have you back in the future!

<p>Participant's Report - VOLUNTEERING</p> <p>Detach and hand this to your Assessor at the START of your DofE activity.</p> <p>Assessor's Guidance Notes</p> <p>Thank you for your time and commitment offering to assess me for the Volunteering section of my DofE programme.</p> <p>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.</p> <p>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 doing my:</p> <p>Can you... • Unders... • Help m... • Suppor... • Be avai... • Do a fir... • Develop...</p> <p>When I ha... can you re... overleaf. . .</p> <p>To the participant Remove this card, 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.</p> <p>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 it returns to you it is completed and signed, scan or photograph it and upload it to eDofE, marking it as an 'Assessor's Report'. When it has been approved you will see it appear in your Evidence folder in eDofE. You can then submit this section for sign-off. You can also add your own comments in eDofE.</p> <p>To the Assessor Thank you for assessing this participant in their volunteering activity for their Duke of Edinburgh's Award.</p> <p>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</p> <p>What to include in a report: Please describe the achievements of the participant as they undertook this section. Show 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.</p> <p>Thank you for supporting young people with their DofE activities.</p>	<p>The Volunteering section</p> <p>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.</p> <p>Completion of the section</p> <p>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.</p> <p>Your Assessor's Report</p> <p>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.</p> <p>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</p> <p>Assessor's Report - VOLUNTEERING</p> <p>Participant: _____ eDofE ID No: _____ Level: Silver</p> <p>Activity: _____ Date started: _____/_____/____ Completed: _____/_____/____ (____ months)</p> <p>Goals set by participant: _____</p> <p>Assessor's comments:</p> <p>You will need the information in the top right-hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overleaf and return this card to the participant.</p> <p>Signature: _____ Date: _____/_____/____</p> <p>Assessor's first name: _____ Last name: _____</p> <p>Assessor's position/qualification: _____</p> <p>Assessor's phone number: _____</p> <p>Assessor's email: _____</p> <p><small>This page should scan or photograph this page and upload to eDofE as evidence. Please ensure it is saved the right way up.</small></p>
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Above: example of Assessor's Report cards that participants may give to their Assessor at the start/finish of their activity.