

Assessor Commencement Guide (ACG)

- Assessors** Assessors are Volunteers* who assist young people with their Duke of Edinburgh's International Award (Duke of Ed). A Participant will need at least one Assessor for each Section of their Duke of Ed to help guide them through that Section.
- Award Leaders** Adults appointed by an Award Centre (organisation delivering The Duke of Ed) who are responsible for running The Duke of Ed in that organisation.
- Participants** Young people registered to participate in the Bronze, Silver or Gold level of The Duke of Ed.

Information for Participants

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

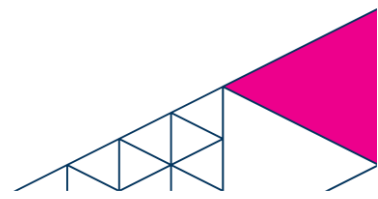
REMEMBER: You can *ONLY* commence a Duke of Ed Section activity *AFTER* your Award Leader has approved your Assessor for that Section.

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

Note: Award Participants are expected to comply with all relevant / respective safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

Participant Details (for Participant to complete)			
Name	<i>(please also enter your details on p 7)</i>		
Email		Phone	
Award level (tick)	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold
Award Section (tick)	<input type="checkbox"/> Skills	<input type="checkbox"/> Vol Service	<input type="checkbox"/> Physical Recreation
	<input type="checkbox"/> Adventurous Journey		<input type="checkbox"/> Gold Residential Project
Time commitment in months (tick)	<input type="checkbox"/> 3	<input type="checkbox"/> 6	<input type="checkbox"/> 12 <input type="checkbox"/> 18
Chosen activity			
My purpose/goal for this activity is			
Award Centre			
Award Leader		Award Leader Email	

For the purposes of The Duke of Ed, a "Volunteer" means anyone over the age of 18 who assists with The Duke of Ed, either in a paid or unpaid capacity. This includes all Award Leaders, Assessors and Supervisors.



Information for Assessors

Thank you for your consideration in becoming an Assessor for The Duke of Edinburgh's International Award (the Duke of Ed). Award Assessors play a crucial role in the success of the program.

The information below will assist you to understand the Duke of Ed Assessor role. For additional information please also refer to www.dukeofed.com.au

Note: Family members (ie a parent or sibling) of a Participant should not be one of their Assessors.

Participants cannot commence a Duke of Ed Section activity until their Award Leader has confirmed the appointment of an appropriately skilled, experienced and/or qualified Assessor for that Section.

What is the Duke of Ed?

The Duke of Edinburgh's International Award is a self-development program open to all young people between the ages of 14 and 25. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential. More information can be found at: www.dukeofed.com.au/about-the-award/the-award.

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

- Skills
- Voluntary Service
- Physical Recreation
- Adventurous Journeys
- Gold Residential Project (only at Gold Award 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, and the Participant should clarify this requirement with you.

Who is an Award Assessor?

Assessors are suitably skilled, experienced and/or qualified Volunteers# who assist with, and assess, an activity being undertaken for a Section of a Participant's Duke of Ed Award. An Assessor can assess more than one Participant, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement. Please note that an Award Leader can also be an Assessor.

What are the Roles and Responsibilities of an Assessor?

Assessor Roles and Responsibilities are listed below. If you are willing to act as an Assessor you will be asked to agree to these on page 7 of this Guide.

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 (please refer to relevant section of this Guide).
4. Be approved by the Duke of Ed Award Leader and therefore the Award Centre 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; and 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.

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.

Examples of unacceptable conduct by Volunteers/employees would include:

- Any initiation activities
- Physical, emotional or verbal abuse of Participants
- Physical assault or exposing Participants to violence
- Inappropriate conversations of a sexual nature, suggestive remarks or jokes of a sexual nature
- Displaying or showing any form of explicit material, sexually suggestive publications, electronic media or illustrations
- Any form of inappropriate touching
- Any form of inappropriate personal correspondence or expression of sexual feelings toward the Participant.

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 organisations safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

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 may 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 Centre's policy. If you'd like more information regarding this insurance please refer to: dukeofed.com.au/resources/insurance.

How can I meet New South Wales Child Protection requirements?

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

Note –If you have further questions regarding NSW Child Protection please visit: kidsguardian.nsw.gov.au

What is The Duke of Edinburgh's International Award National Volunteer Code of Conduct (VCOC)?

The Duke of Edinburgh's International Award - Australia requires that all Volunteers agree to the National **Volunteer Code of Conduct** (VCOC).

How do I complete my Assessor's Report?

The participant's Online Record Book (ORB) will automatically generate an email to enable you to complete your Assessor's Report/Signoff after the participant has met the time requirements for a respective Section.

What is the next step?

Please read the following Volunteer Code of Conduct then complete the *Volunteer Details and Agreements*.

The *Volunteer Details and Agreements* must be completed and returned to the Participant's Duke of Ed Award Leader **prior** to the Participant undertaking any Duke of Ed related activities with you.

Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia ('the Award'), and therefore this document, a "volunteer" means anyone over the age of 18 who assists with the Award, either in a paid or unpaid capacity. This includes all *Award Leaders, Assessors and supervisors.

In consideration of the Award Centre^,

[name of school/organisation/group]

approving me as an Award Leader/Assessor/supervisor/volunteer in relation to The Duke of Edinburgh's International Award, I understand that I will:

My Role & Responsibilities

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in Section 2 of the Award Handbook, available at www.dukeofed.com.au/handbook).
2. Comply at all times with the requirements of the Award and with all applicable laws relevant to fulfilling my obligations to the Award.
3. Comply with the Key Principles of the Award (as outlined in the Award Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Award only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

6. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Award activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise abuse, or let allegations, suspicions, or concerns about abuse go unreported.
8. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
9. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse.
10. Recognise and personally acknowledge the position of power or influence I may have when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person or vulnerable adult.
11. Promote an environment where young people are valued and encouraged to talk about any concerns they may have, and challenge attitudes or behaviours they do not like.

People & Culture

12. Respect the privacy of persons served by the Award and hold, in confidence, sensitive, private and personal information collected in relation to the Award in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Award Operator) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).
13. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
14. Follow through and complete agreed tasks and commitments.
15. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow.
16. Display respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
17. Work cooperatively as a team member with employees of the Award and other volunteers.

Representations and Media

18. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
19. Immediately advise the aforementioned Award Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Centre of any officer or employee of the Award Centre; or any Award Leader/Assessor/supervisor/volunteer involved in the management and/or delivery of the Award, who I believe has acted in a way which may be detrimental to the good name of the Award.
20. Copy and distribute materials the Award Leader gives me only for the purposes of the Award and not otherwise use them without the prior written consent of the National Award Operator.
21. Not use those materials in any way which would bring the Award, Award Centre, State/Territory Award Operating Authority or the National Award Operator into disrepute.
22. Immediately stop use of all materials once my involvement with the Award ends.
23. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Operator and I assign all rights, including intellectual property rights in them, to the National Award Operator.
24. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Brand and Style Guidelines (available from the National Award Operator).
25. Ensure that all new materials utilising the Award logo which contain interpretive content** regarding the Award has been approved by the National Award Operator prior to being circulated. A copy of all such materials will be retained by the National Award Operator for reference purposes.

Participant Name					
Award Level	<input type="checkbox"/> Bronze		<input type="checkbox"/> Silver		<input type="checkbox"/> Gold
Award Section	<input type="checkbox"/> Skill	<input type="checkbox"/> Vol Service	<input type="checkbox"/> Physical Rec	<input type="checkbox"/> Adv Journey	<input type="checkbox"/> Res Project

Volunteer Details and Agreements

For a(n) Award Leader/Assessor/Supervisor/Volunteer to complete **prior** to undertaking any Duke of Ed activities with a Duke of Ed Participant.

Full Legal Name	Phone
Address	
Email	
Skills/experience/qualifications relevant to Participant's activity	
<input type="checkbox"/> I am aware of my obligations as outlined in this document and that my approval as an Award Leader/Assessor/Supervisor/Volunteer in relation to The Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document <input type="checkbox"/> I agree to the above terms of the Volunteer Code of Conduct <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Award Leader/Assessor/Supervisor (please circle as appropriate) Roles and Responsibilities as outlined in Section 2 of The Handbook (dukeofed.com.au/Handbook), also available on: dukeofed.com.au/resource/award-leader-roles-and-responsibilities dukeofed.com.au/resource/assessor-roles-and-responsibilities dukeofed.com.au/resource/supervisor-roles-and-responsibilities	
<i>NSW Working with Children Check (WWCC) where applicable and required:</i>	
WWCC Number:	Date of Birth:
WWCC Expiry Date:	
Signature:	Date:

* Award Leader is the internationally recognised name for Award Coordinator

^ Award Centre is the internationally approved name for Licensed Operator

** Interpretive content refers to any information published by The Duke of Edinburgh's International Award - Australia which has been re-worded.