



Role: DofE Award Verifier

Hours:	Variable (dependent on scale of Licensed Organisation)
Reports to:	Licensed Organisation (LO)
Appointed by:	DofE Regional/Country Office
Key contacts:	DofE Licence Holder, DofE Manager, DofE Coordinator, DofE Administrator, DofE Leader, DofE Regional/Country Office

Summary and main purpose

The Duke of Edinburgh's Award (the DofE) is a UK charity that makes a difference to young people's lives. Over 300,000 young people per year from every possible background take part in the DofE programme to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge.

DofE Award Verifiers perform a vital role on behalf of the charity. They use our interactive online system – eDofE – to grant final approval to the Awards achieved by participants. They are completely independent from the delivery of DofE programmes to the young people and so act as an important, independent quality check.

Award Verifiers are empowered by their DofE Regional/Country Office to uphold programme quality within their LO. They are responsible for liaising with the DofE Manager to address general programme quality concerns, but will also raise more serious quality issues with the DofE Office.

The key tasks of the role are to:

- KT 1 Sign in to eDofE regularly to approve Awards in a timely manner.
- KT 2 Check the information provided by participants in the 'Participant Award Summary' in eDofE to ensure individuals meet the timescale and programme requirements for each section.
- KT 3 Ensure each section has a completed Assessor Report that confirms programme requirements and participant goals have been met.
- KT 4 Review and ensure that evidence supports programme requirements, sectional activities and participant goals set by individuals.
- KT 5 Identify any issues with regard to programme quality and bring these to the attention of the DofE Manager and/or Regional/Country Office.
- KT 6 Keep up to date with DofE developments.

Other considerations

DofE Award Verifiers are required to undertake the e-induction and the Introduction to the Award Verifier e-learning modules. They also need to attend either the Award Verifier course or the combined Award Verifier/Introduction to the DofE course to complete their learning.

A DofE Award Verifier may not approve an Award if they have signed off any aspect of the programme in question or have directly supported the participant's DofE programme in any way.

DofE Award Verifier: Skills and knowledge

Essential:

- An ability to communicate with adults and young people, both verbally and in writing.
- An ability to organise and plan effectively.
- IT literate.

Desirable:

- Experience of running the DofE.
- Experience using eDofE.

Additional qualities:

- Integrity.
- Respected decision maker.
- Committed to ensuring high standards.
- Commitment to the DofE's guiding principles.