



To avoid the need for awards to be queried and to assist with the Gold Award Approvals process, please see below for a guide on what is required from regional team in order to grant the final approval of a participant's Gold Award:

Programme planner check

- Section activity
- Section aim
- Dates
- Assessor name, role and contact details must be included
- Additional activity reports, where more than one activity is undertaken

Acceptable forms of Assessor reports

- A report submitted through the DofE website: <https://www.dofe.org/assessor/>
- An Assessor report card (from the Welcome Pack) completed and signed by an Assessor
- A signed letter from your Assessor on headed paper. Headed paper reports must have the same information as report template card or online report would

Must haves

- Contact details for the assessor included either in the programme planner or the assessor's report
- The frequency that the activity took place is included in the report (1 hr per week)
- The start and end date of the activity are clearly noted in the report so that we can ensure that the timescales denoted in the programme planner have been met
- Report must be personalised to the young person and confirm the activity
- Residential reports must detail the make up of the group and whether or not the participants had met before the activity took place
- Expedition assessor accreditation number must be included in expedition assessor's report

Can't accept

- Word documents or text evidence uploaded by participant is not acceptable as an Assessor report
- Text evidence uploaded by Leader is not acceptable, however a Leader can submit a report on behalf of the Assessor through the online portal
- Any handwritten report unless it is on headed paper with a signature included