

## VOLUNTEERING

Detach and hand this to your Assessor at the **START** of your programme activity.

Assessors cannot be related to a participant. They should be an 'expert' in the chosen activity (such as the activity leader). Leaders must approve the choice of Assessor for each section.

My name: \_\_\_\_\_ Online ID No: \_\_\_\_\_

### Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Volunteering section of my Bronze programme.

I hope that you will enjoy your involvement helping me to get the most from my activities to complete this section.

For this section of my **Bronze** programme, I have to give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week:

Participant to  
write number of  
months here

**months**

#### Can you please:

- Understand what I want to get out of it and help me set my goals.
- Help me with advice, training and supervision as needed.
- Support and encourage me while I'm volunteering.
- Be available throughout my volunteering time and monitor my progress.
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Volunteering section.

## The Volunteering section

**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.

### Completion of the section

Young people have met the 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.

### Your Assessor's Report

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.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

In Northern Ireland The Duke of Edinburgh's Award has a Joint Agreement with Gaisce – The President's Award which means that when I complete my sections I have a choice of Award certification: a Duke of Edinburgh's Award Certificate, a Gaisce – The President's Award Certificate or a Duke of Edinburgh's International Award Certificate (see [theawardni.org](http://theawardni.org)).

#### Online

To enter your report online, visit [eDofE.org/assessor](http://eDofE.org/assessor) and follow the instructions. You will need the participant's name, their online ID number, their Award level and the section you have assessed. *or...*

#### On paper

Please fill in your comments on the *Assessor's Report* card which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it onto our online system or submit it manually.



## Joint Award Initiative Assessor's Report: Volunteering

Detach and hand this to your Assessor at the **END** of your programme activity.

### 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.

If your Assessor chooses to complete their report online, it will be sent to your Leader to approve. If the Assessor completes this form, when they return it to you completed and signed, scan or photograph it and upload it to the online system, marking it as an 'Assessor's Report' or give it to your Leader. If it has been approved online, you will see it appear in your View Evidence folder. **You can then submit this section for sign-off.** You can also add your own comments manually or in the online system.

### To the Assessor

Thank you for assessing this participant in their volunteering activity for their Bronze Award.

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. You can complete your report manually or submit it online at:

**[eDofE.org/assessor](http://eDofE.org/assessor)**

If you are submitting your report online, you will need the information in the top right-hand box on the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

### What to include in a report:

Please describe the achievements of the participant 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 remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their programme activities.

# ASSESSOR'S REPORT VOLUNTEERING

Participant: \_\_\_\_\_  
Online ID No: \_\_\_\_\_  
Level: **Bronze**

Description of activity: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_ months)

Goals set by participant: \_\_\_\_\_

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. Privacy policy: please see the three organisations' websites for information on how we use and store your personal data: DofE.org/privacy, intaward.org/privacy-policy, gaisce.ie.*

What progress did they make towards their goals?

\_\_\_\_\_

What did they achieve, what skills did they learn?

\_\_\_\_\_

How frequently did they take part in this activity?

\_\_\_\_\_

Any other comments?

\_\_\_\_\_

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

*Participants should scan or photograph this page and upload it to the online system or submit it manually to your Leader as evidence.*

**Bronze**



## PHYSICAL

Detach and hand this to your Assessor at the **START** of your programme activity.

Assessors cannot be related to a participant. They should be an 'expert' in the chosen activity (such as a coach). Leaders must approve the choice of Assessor for each section.

My name: \_\_\_\_\_ Online ID No: \_\_\_\_\_

## Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Physical section of my programme.

I hope that you will enjoy your involvement helping me to get the most from my activities to complete this section.

For this section of my **Bronze** programme, I have to improve in an area of sport, dance or fitness over a set period of time. I need to spend the following length of time regularly doing my physical activity, averaging at least one hour a week:

Participant to write number of months here  
**months**

### Can you please:

- Understand what I want to get out of it and help me set my goals.
- Help me with advice, training and supervision as needed.
- Support and encourage me while I'm doing my physical activity.
- Be available throughout the time I'm doing my activity and monitor my progress.
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Physical section.

## The Physical section

**Aim:** To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity.

### Completion of the section

Young people have met the requirements if they've undertaken regular physical activity averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

### Your Assessor's Report

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.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

In Northern Ireland The Duke of Edinburgh's Award has a Joint Agreement with Gaisce – The President's Award which means that when I complete my sections I have a choice of Award certification: a Duke of Edinburgh's Award Certificate, a Gaisce – The President's Award Certificate or a Duke of Edinburgh's International Award Certificate (see [theawardni.org](http://theawardni.org)).

#### Online

To enter your report online, visit [eDofE.org/assessor](http://eDofE.org/assessor) and follow the instructions. You will need the participant's name, their online ID number, their Award level and the section you have assessed. *or...*

#### On paper

Please fill in your comments on the *Assessor's Report* card which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it onto our online system or submit it manually.



## Joint Award Initiative Assessor's Report: Physical

Detach and hand this to your Assessor at the END of your programme activity.

### 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.

If your Assessor chooses to complete their report online, it will be sent to your Leader to approve. If the Assessor completes this form, when they return it to you completed and signed you can scan or photograph it and upload it to the online system, marking it as an 'Assessor's Report' or give it to your Leader. If it has been approved online, you will see it appear in your View Evidence folder. **You can then submit this section for sign-off.** You can also add your own comments manually or in the online system.

### To the Assessor

Thank you for assessing this participant in their physical activity for their Bronze Award.

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. You can complete your report manually or submit it online at:

**[eDofE.org/assessor](http://eDofE.org/assessor)**

You will need the information in the top right-hand box on the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

### What to include in a report:

Please describe the achievements of the participant 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 remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their programme activities.

# ASSESSOR'S REPORT PHYSICAL

Participant: \_\_\_\_\_  
Online ID No: \_\_\_\_\_  
Level: **Bronze**

Description of activity: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_ months)

Goals set by participant: \_\_\_\_\_

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. Privacy policy: please see the three organisations' websites for information on how we use and store your personal data: DofE.org/privacy, intaward.org/privacy-policy, gaisce.ie.*

What progress did they make towards their goals?

\_\_\_\_\_

What did they achieve, what skills did they learn?

\_\_\_\_\_

How frequently did they take part in this activity?

\_\_\_\_\_

Any other comments?

\_\_\_\_\_

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

*Participants should scan or photograph this page and upload it to the online system or submit it manually to your Leader as evidence.*

**Bronze**



## SKILLS

Detach and hand this to your Assessor at the **START** of your programme activity.

*Assessors cannot be related to a participant. They should be an 'expert' in the chosen activity (such as a teacher). Leaders must approve the choice of Assessor for each section.*

My name: \_\_\_\_\_ Online ID No: \_\_\_\_\_

## Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Skills section of my programme.

I hope that you will enjoy your involvement, helping me to get the most from my activities to complete this section.

For this section of my **Bronze** programme, I have to show development of practical, social or personal skills over a set period of time. I need to spend the following length of time regularly doing my skills activity, averaging at least one hour a week:

Participant to write number of months here  
**months**

### Can you please:

- Understand what I want to get out of it and help me set my goals.
- Help me with advice, training and supervision as needed.
- Support and encourage me while I'm learning and doing my skill.
- Be available during the time I'm doing my skills activity and monitor my progress.
- Do a final assessment at the end – discussing my experiences, how I developed and reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Skills section.

## The Skills section

**Aim:** To inspire young people to develop practical and social skills and personal interests.

### Completion of the section

Young people have met the requirements if they've undertaken their activity regularly, averaging at least one hour a week over the agreed time and have demonstrated effort, perseverance and improvement.

### Your Assessor's Report

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.

What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

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#### Online

To enter your report online, visit [eDofE.org/assessor](http://eDofE.org/assessor) and follow the instructions. You will need the participant's name, their online ID number, their Award level and the section you have assessed. *or...*

#### On paper

Please fill in your comments on the *Assessor's Report* card which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it onto our online system or submit it manually.



## Joint Award Initiative Assessor's Report: Skills

Detach and hand this to your Assessor at the END of your programme activity.

### 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.

If your Assessor chooses to complete their report online, it will be sent to your Leader to approve. If the Assessor completes this form, when they return it to you completed and signed you can scan or photograph it and upload it to the online system, marking it as an 'Assessor's Report' or give it to your Leader. If it has been approved online, you will see it appear in your View Evidence folder. **You can then submit this section for sign-off.** You can also add your own comments manually or in the online system.

### To the Assessor

Thank you for assessing this participant in their skills activity for their Bronze Award.

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. You can complete your report manually or submit it online at:

[eDofE.org/assessor](http://eDofE.org/assessor)

If you are submitting your report online, you will need the information in the top right-hand box on the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

### What to include in a report:

Please describe the achievements of the participant 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 remember to keep your comments personal, positive and encouraging. Thank you for supporting young people with their programme activities.

# ASSESSOR'S REPORT SKILLS

Participant: \_\_\_\_\_  
Online ID No: \_\_\_\_\_  
Level: **Bronze**

Description of activity: \_\_\_\_\_

Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_ Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (\_\_\_\_ months)

Goals set by participant: \_\_\_\_\_

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. Privacy policy: please see the three organisations' websites for information on how we use and store your personal data: [DofE.org/privacy](http://DofE.org/privacy), [intaward.org/privacy-policy](http://intaward.org/privacy-policy), [gaisce.ie](http://gaisce.ie).*

What progress did they make towards their goals?

What did they achieve, what skills did they learn?

How frequently did they take part in this activity?

Any other comments?

Signature: \_\_\_\_\_

Assessor's first name: \_\_\_\_\_ Last name: \_\_\_\_\_

Assessor's position/qualification: \_\_\_\_\_

Assessor's phone number: \_\_\_\_\_

Assessor's email: \_\_\_\_\_

*Participants should scan or photograph this page and upload it to the online system or submit it manually to your Leader as evidence.*

**Bronze**



## EXPEDITION

Detach and hand this to your Assessor at the **START** of your programme activity.

*In the Expedition section, Assessors must be a DofE Accredited Expedition Assessor.*

My name: \_\_\_\_\_ Online ID No: \_\_\_\_\_

## Joint Award Initiative Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Expedition section of my programme.

I hope that you will enjoy your involvement, helping me to get the most from my activities to complete this section.

For this section of my **Bronze** programme, I have to plan, train for and undertake an expedition. For this level I need to do my expedition over:

**2** days and **1** night

**As a guardian of the programme's high standards, your role is to:**

- Ensure that the aim of the expedition is met.
- Protect the interests of the Award.
- Ensure that the 20 Conditions of the Expedition section are fulfilled.
- Provide, as appropriate, local expedition area information to teams to help them decide how best to meet the 20 Conditions.
- Be a fair, impartial and positive person who adds to the expedition experience, supports the team and sees a successful outcome.
- Do a final debrief at the end – discussing their experiences, how they developed and reached their goals.

When I have completed my expedition and achieved my aim, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Expedition section.

## The Expedition section

**Aim:** To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous journey as part of a team.

### Completion of the section

Young people have met the requirements when they have successfully completed their qualifying expedition in line with the 20 Conditions and have had a full debrief at the end of their expedition.

### Your Expedition Assessor's Report

Please take the time to think about what evidence you provide. You can talk about training, team contribution and achievement of their personal goals. What you write will celebrate the achievement of the young person and will form part of their permanent record of their programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

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#### Online

To enter your report online, visit [eDofE.org/assessor](http://eDofE.org/assessor) and follow the instructions. You will need the participant's name, their online ID number, their Award level and the section you have assessed. *or...*

#### On paper

Please fill in your comments on the *Assessor's Report* card which the participant received in their *Welcome Pack* and will hand to you at the end of their activity. Return this to the young person, who will scan it and upload it onto our online system or submit it manually.



## Joint Award Initiative Assessor's Report: Expedition

Detach and hand this to your Assessor at the END of your programme activity.

In the Expedition section, Assessors must be a DoFE Accredited Expedition Assessor.

### To the participant

Remove this card, fill in your details where indicated and hand it to your Assessor at the start of your expedition.

If your Assessor chooses to complete their report online, it will be sent to your Leader to approve. If the Assessor completes this form, when they return it to you completed and signed you can scan or photograph it and upload it to the online system, marking it as an '*Assessor's Report*' or give it to your Leader. If it has been approved online you will see it appear in your View Evidence folder.

**You can then submit this section for sign-off.**

You can also add your own comments manually or in the online system.

### To the Expedition Assessor

Thank you for assessing this participant in their expedition activity for their Bronze programme. You can complete your report manually overleaf. If you are completing your Assessor Report online go to:

[eDofE.org/assessor](http://eDofE.org/assessor)

If you are completing your report online, you will need the information in the top right-hand box on the other side of this sheet to make your report. Alternatively, you can write your comments in the space provided overleaf and return this sheet to the participant.

Please remember to keep your comments personal, positive and encouraging.



## Safety and advice

If your team is doing an unaccompanied practice or qualifying expedition in wild country, has the Expedition Area Co-ordinator been notified of your plans, using the Expedition Notification Form (e.g. the Green Form)?

### Notification no:

- For all Award expeditions, the Supervisor must be in the area.
  - Do you know how and where to contact your Supervisor in an emergency?
  - Have you prepared escape routes and alternative routes in the case of bad weather?
  - Do not be afraid to turn back or change to the bad weather route if conditions make it unsafe to proceed. If you have to do this, your duty is to contact your Supervisor as soon as possible.
  - Never spit your team except in the case of an accident.
  - Weigh your pack. Keep your load to a maximum of a quarter of your body weight.
  - Get the latest weather forecast and set out early in the day.
  - Agree the expedition emergency procedures with your Supervisor and their team.
- The information on this card should be used in conjunction with the training from your Supervisor and Award Leader:

### Mobile phones

Award teams must not rely on mobile phones in case of an emergency situation. Participants carrying a mobile phone as a potential support tool need to be trained in their functionality and best use.

### All users of the countryside should follow the Countryside Code:

- Be safer: plan ahead and follow any signs.
  - Leave gates and property as you find them.
  - Protect plants and animals, and take your litter home.
  - Keep dogs under close control.
  - Consider other people.
- Participants are expected to follow their agreed codes of conduct and behaviour and not to disturb rural communities.

### Access to private land:

Remember: permission must be obtained from the landowner before you camp on private land. For the various rules on access which apply in the UK, please see [DofE.org.uk/expedition](http://DofE.org.uk/expedition).

*This is a reference card only and does not constitute full emergency procedures/policy.*

## Accident procedure

In the event of an accident, keep calm – remember your training.

1. Carry out immediate first aid and make any casualties comfortable whilst waiting for help. Remember: make the casualty's position easily seen.
  2. Assess the situation and agree a plan.
  3. Organise assistance and inform the Supervisor.
    - Follow your training and contact your Supervisor. If emergency assistance is required, dial 999 immediately and ask for the police and then mountain rescue (then contact your Supervisor).
    - If needed, two persons to go for help (if possible).
    - Raise alarm at nearest habitation.
  4. Give the International Distress Signal: six signals at one-minute intervals.
  5. Record key information to tell emergency services.
- Date and time of the accident:

Location: OS Sheet no. Grid Reference:

Approximate place name or nearest recognisable feature:

Condition of injured person(s):

Name(s)

Responsiveness: alert/verbal/responsive to pain/unresponsive.  
Injuries: bleeding/fractures/burn/medical conditions etc.
