

Award Verifier:

# CHECKLIST



Award Verifiers can use the following checklist when looking at a young person's completed programme. The questions cover the key elements that need to be taken into consideration.

## All sections (tick if 'yes')

Has the young person completed the appropriate timescales for each section?

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Does each activity meet the aim, principles and outcomes of the section?

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Does each activity meet the sectional requirements?

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Is there an Assessor's Report?

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Has the young person set themselves goals which are challenging and achievable?

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## All Assessor's Reports (tick if 'yes')

Does the report contain details of the participant e.g. name of the participant?

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Has the Assessor included their own name?

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Has the Assessor included their own contact details – email address and/or phone number?

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Has the Assessor confirmed the participant's activities?

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Has the Assessor confirmed the dates of the activity and do these match the dates in eDofE?

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Has the Assessor confirmed how frequently the young person is taking part in the activity?

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**YOUTH  
WITHOUT  
LIMITS**



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## Expedition section – additional (tick if ‘yes’)

Is there a team goal?

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Has at least 50% of their planned activity been spent travelling?

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Has the Expedition Assessor included their Accreditation Number?

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## Residential section (Gold only) – additional (tick if ‘yes’)

Has the participant spent a minimum of five days and four consecutive nights completing the activity?

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Has the daytime activity/activities been spent doing a purposeful activity (e.g. learning a skill, volunteering) within a group?

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Were there at least five people in the same group sharing the same residential experience, and were they unknown to the participant?

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Has the Assessor for this section confirmed all of the above information in the Assessor’s Report?

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If you answer **‘yes’** to all of the questions, you should confidently **‘approve’** the Award. If you answer **‘no’** to any of the questions, you are required by the DofE to either query the Award or go back to the young person and/or Leader to see if they can provide any additional information to address your concerns.

If there is a bigger issue that cannot be addressed by the participant and/or their Leader e.g. you’ve noticed that an Expedition Assessor has written the same Assessor’s Report for 30 participants or multiple participants are not doing a varied programme of activities, you will need to raise this with the DofE Regional/Country Office and the DofE Manager within your Licensed Organisation.