Role: DofE Expedition Assessor

Hours:	Variable (dependent on scale of Licensed Organisation/AAP)
Reports to:	DofE/AAP Manager
Appointed by:	DofE/AAP Manager
Key contacts:	DofE/AAP Manager, Expedition Supervisors, DofE Co-ordinators, DofE Leaders

Summary and main purpose

The Duke of Edinburgh's Award (DofE) is a UK charity that makes a difference to young people's lives and prepares them for life and work. 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. All qualifying expeditions must be assessed by a competent adult who is approved by the Licensed Organisation/ Approved Activity Provider and accredited by The Duke of Edinburgh's Award.

Assessors are the guardians of the DofE's high standards; they protect the interests of the DofE and ensure that the Expedition Requirements are met.

The Assessor is a member of a partnership consisting of the participants, the Supervisor and the Assessor, formed to bring about a successful outcome to the team's expedition. The role of the Assessor is to confirm that the Expedition Requirements have been met.

At Bronze level, the Supervisor may also act as an Assessor and may have been involved in the training of the team.

The key tasks of the role are to:

KT 1 Ensure that the Expedition Expedition Requirements by the expedition team.

KT 2 Ensure that expedition team meet the aim of the Expedition section.

KT 3 Provide, as appropriate, local expedition area information to teams to help them decide how best to meet the Expedition Requirements.

KT 4 Be a fair, impartial and positive person who adds to the expedition experience and supports the team and sees a successful outcome.

KT 5 Protect the interests of the DofE.

These are achieved by following these steps:

- Receive expedition information from the team.
- Make initial contact with the team and review the expedition plan.
- Meet the team in the expedition area and complete the pre-expedition check.
- Meet with the team en-route.
- Debrief the team and sign off the expedition by completing and submitting an Assessor's Report for each member of the expedition team.
- To receive the expedition presentation after the expedition (if requested).

Other considerations

DofE Expedition Assessors must complete the Foundations pathway and Expedition Assessor and Supervisor Training Course. Following completion they must also be registered and endorsed by a Licensed Organisation/Approved Activity Provider before being accredited to assess DofE expeditions.

Criminal Records Check

Expedition Assessors will have unsupervised contact with young people as part of their role. This is considered 'Regulated Activity' and therefore a criminal records disclosure is required. This is usually arranged by the LO or AAP for whom they are working/volunteering.

- In England and Wales, this is a Disclosure & Barring Service (DBS) Check.
- In Scotland, this is a Protecting Vulnerable Group Schemes (PVG) Check.
- In Northern Ireland, this is an Access Northern Ireland (Access NI) Check.

DofE Expedition Assessor: Skills and knowledge

Essential:	- Be familiar with the aims, principles, requirements and 20 conditions of the Expedition section. - Have a sound knowledge of *The Handbook for DofE Leaders.* - An ability to communicate with adults and young people, both verbally and in writing. - Listening skills. - An ability to organise and plan effectively. - IT literate. - Build, maintain and facilitate effective working relationships with a wide range of people. - Plan, manage and monitor own tasks and time.
Desirable:	- Knowledge of the *Expedition Guide.* - Knowledge of the expedition area they want to assess in. - Experience of working with young people.
Additional qualities:	- Integrity. - Respected decision maker. - Committed to ensuring high standards. - Commitment to DofE's guiding principles. - Flexible approach. - Self-motivated.