

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?

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

Does each activity meet the sectional requirements?

Is there an Assessor's Report?

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

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

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

Has the Assessor included their own name?

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

Has the Assessor confirmed the participant's activities?

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

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

The Assessor is not related to the participant



**YOUTH
WITHOUT
LIMITS**



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Expedition section – additional (tick if ‘yes’)

Is there a team goal?

Has the Expedition Assessor included their Accreditation Number?

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

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

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

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

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

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.