



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: _____

Joint Award Initiative Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Volunteering section of my Silver 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 **Silver** 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).

Online

To enter your report online, visit 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 Silver 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

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: **Silver**

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: _____

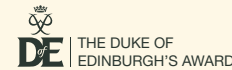
Assessor's phone number: _____

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.

Silver

Joint Award Initiative Assessor Card



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: _____

Joint Award Initiative 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 **Silver** 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).

Online

To enter your report online, visit 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.



GAISCE
THE PRESIDENT'S
AWARD



THE DUKE OF
EDINBURGH'S AWARD.

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, 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 Silver 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

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 PHYSICAL

Participant: _____
Online ID No: _____
Level: **Silver**

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: _____

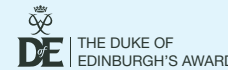
Assessor's phone number: _____

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.

Silver

Joint Award Initiative Assessor Card



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: _____

Joint Award Initiative 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 **Silver** 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 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, 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 Silver 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

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: **Silver**

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: _____

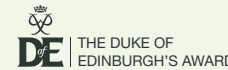
Assessor's phone number: _____

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.

Silver

Joint Award Initiative Assessor Card



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

3 days and **2** nights

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 delivered their presentation.

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.

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).

Online

To enter your report online, visit 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 DoE 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, 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 Silver programme. You can complete your report manually overleaf. If you are completing your Assessor Report online go to:

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.

Practice expedition *(To be completed by the Supervisor)*

Practice location: _____

Start date: ____/____/____ End date: ____/____/____

I confirm that the above participant has successfully completed all aspects of the DoE Expedition Training Framework and practice expedition(s) for this level.

Signature of Supervisor: _____

Name of Supervisor: _____ Date: ____/____/____

ASSESSOR'S REPORT EXPEDITION

Participant: _____
Online ID No: _____
Level: **Silver**

Qualifying expedition

Aim: _____

Dates: _____

Area: _____

Expedition Assessor's full name: _____

Email: _____ Phone: _____

Expedition Assessor's ID No: _____

Pre-expedition check completed on (date): ____/____/____

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.

Expedition Assessor's comments: _____

Signature: _____ Date: ____/____/____

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

Silver

Joint Award Initiative Presentation Report



Joint Award Initiative Presentation Report: Expedition

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

To the participant

Remove this sheet, fill in your details where indicated and hand it to whoever is seeing your expedition presentation. Remember, you can add your own comments and thoughts about your expedition, plus photographs, as evidence in the online system. It is up to you who assesses your presentation, it can be any suitable adult who is not a family member.

To the person seeing the expedition presentation

Thank you for seeing this participant's presentation following their programme expedition. This is an important opportunity for the participants to evaluate their experiences on their programme expedition. The presentation should bring the expedition aim to life and be more than just a report of the project.

What to include in a presentation report:

Please write about how the individual gave their presentation and what contribution they made. This can include the choice of style of the presentation; their self-confidence; how enjoyable it was; whether the expedition aim was fully explored; how they overcame any problems or obstacles they may have faced along the way... and how much fun they had!

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

Date of presentation: _____

Venue of presentation: _____

Presentation given to: _____

Please write your review overleaf...

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

Presentation review

Participant: _____
Online ID No: _____
Level: **Silver**

Expedition presentation Assessor's comments:

Signature of person assessing presentation:

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

Fill in these details, remove this sheet and take it with you on your expedition.

EXPEDITION

Participant's expedition safety card

Team name: _____

Team members: _____

Group/centre: _____

Licensed Organisation/AAP: _____

Expedition Supervisor

Name: _____

Address during expedition: _____

Expedition tel: _____ Alternative tel: _____

Other agreed emergency contacts (provided by the Expedition Supervisor)

Name	Role	Expedition tel:
1: _____		
2: _____		
3: _____		
4: _____		
5: _____		
6: _____		
7: _____		

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 split 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 safe: 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/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.