

Assessor Commencement Guide

Assessors	Assessors are Volunteers# who assist young people with their Duke of Edinburgh's International Award (The Duke of Ed). A Participant will need at least one Assessor for each activity undertaken for their Duke of Ed to help guide them through that activity.
Award Leaders	Adults appointed by an Award Centre (organisation delivering The Duke of Ed) who are responsible for running The Duke of Ed in that organisation.
Award Centre	Organisations (usually schools or community groups) that hold a licence to run The Duke of Ed.
Participants	Young people registered to participate in the Bronze, Silver or Gold level of The Duke of Ed.
Volunteers	For the purposes of The Duke of Ed, a "Volunteer" means anyone over the age of 18 who assists with The Duke of Ed, either in a paid or unpaid capacity. This includes Award Leaders, Assessors and Supervisors.

A. Information for Assessors

Thank you for your consideration in becoming an Assessor for The Duke of Edinburgh's International Award (The Duke of Ed). Assessors play a crucial role in the success of the program.

The information below will assist you to understand The Duke of Ed Assessor role. For additional information, please also refer to part 2.2.2 of The Duke of Edinburgh's International Award – Australia Handbook (see www.dukeofed.com.au).

B. What is The Duke of Ed?

The Duke of Ed is a leading structured (non-formal education) youth development program, empowering all young Australians aged 14-24 to explore their full potential and find their purpose, passion and place in the world, regardless of their location or circumstance. The Duke of Ed is a fully inclusive program and has no social, political, or religious affiliations.

It is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential in a number of different award Sections.

Voluntary Service	Physical Recreation	Skills	Adventurous Journey	Gold Project
Participants volunteer in their communities, make a positive contribution to society and demonstrate social responsibility.	Participants work towards improving performance and enjoy healthy lifestyles for good mental and physical well-being.	Participants develop their talents, broaden their abilities, increase their self-confidence and improve their employability.	Participants work in a team to train, plan and undertake a journey. Discovering a spirit of adventure and gaining a deeper understanding of the environment and the great outdoors.	Participants broaden their experience by staying in an unfamiliar environment with other young people while taking part in a worthwhile project.

The activities for Skill, Service and Physical Recreation need to be undertaken by the Participant on a *regular* basis. Regular commitment is at least one (1) hour per week, two (2) hours per two-week period or four (4) hours per four-week period. This participation is over a minimum period of 3, 6, 12 or 18 months depending on the Participant's level and choice of "major" Section, and the Participant should clarify this requirement with you.

C. Who can be an Assessor?

Assessors are suitably skilled, experienced and/or qualified Volunteers who assist with, and assess, an activity being undertaken for a Section of a Participant's Duke of Ed Award. An Assessor can assess more than one Participant, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement. Please note that an Award Leader can also be an Assessor.

D. What are the Roles and Responsibilities of an Assessor?

Assessor Roles and Responsibilities are listed below. To be an Assessor you must agree to these.

1. Be suitably experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection Legislation requirements in your State/Territory (see page 5).
3. Agree to the Duke of Ed **Volunteer Code of Conduct** as part of the online Assessor registration form.
4. Have your registration approved by The Duke of Ed Award Leader and therefore the Award Centre prior to the Participant commencing the activity with you as their Assessor (ORB manages this process, you will receive a notification once approved).
5. Understand the relevant Duke of Ed requirements for the Section you are assessing. (<https://dukeofed.com.au/about-the-award/sections-in-detail/>)
6. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals.
7. Help the Participant to stay focused on the goals they have set.
8. Ensure the Participant undertakes Section activity substantially in their own time.
9. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
10. Write a report at the completion of the Section activity, and sign off the Participant's records to verify they have achieved the requirements of The Duke of Ed.
11. Undertake your role as an Assessor in a safe work environment. This includes:
 - a) taking reasonable care for your own health and safety;
 - b) that your conduct does not adversely affect the health and safety of others;
 - c) that you comply with any reasonable instructions relating to health and safety;
 - d) and that you cooperate with any reasonable policy or procedure relating to health and safety that applies to you, your colleagues, people you are supervising or who are considered to be in your care.

E. Volunteer Code of Conduct

The Duke of Edinburgh's International Award - Australia ('the Award'), deems a Volunteer to be anyone over 18 years old, who assists with the Award, whether in a paid or unpaid capacity. This includes all Award Leaders, Assessors and Supervisors.

The Volunteer Code of Conduct outlines the standards of behaviour and obligations agreed to by the Volunteer. Signing and adhering to the code is a requirement of all Volunteers.

In consideration of approval as an Award Leader/ Assessor/ Supervisor/ Volunteer by the Award Centre or Award Operating Authority identified via Online Record Book.

I AGREE I will:

My Role & Responsibilities

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined on page 2)
2. Comply at all times with the requirements of the Award and with all applicable laws relevant to fulfilling my obligations to the Award.
3. Comply with the Key Principles of the Award (as outlined in the Award Handbook).
4. Undertake training and meet accreditation requirements, as appropriate.
5. Undertake to provide assessment for the Award only in areas where I am suitably qualified and/or experienced.

Safeguarding young people

6. Meet all applicable Child Protection Legislation requirements in my State/Territory, and follow any supervisory ratios stipulated by my own organisation (and those responsible for any specific Award activity).
7. Take any allegations or concerns of abuse seriously and immediately follow the reporting process in use within the organization. Never trivialise abuse, or let allegations, suspicions, or concerns about abuse go unreported.
8. Provide a safe environment by not harming young people or adults in any way, whether through discrimination, favouritism, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
9. Ensure young people and adults are aware of my organisation's safeguarding arrangements to keep people from harm and abuse.
10. Recognise and personally acknowledge the position of power or influence I may have when working with young people and other adults, and never abuse this position by forming an inappropriate relationship with a child, young person or vulnerable adult.
11. Promote an environment where young people are valued and encouraged to talk about any concerns they may have, and challenge attitudes or behaviours they do not like.

People & Culture

12. Respect the privacy of persons served by the Award and hold, in confidence, sensitive, private and personal information collected in relation to the Award in accordance with the Privacy Policy of The Duke of Edinburgh's International Award - Australia [ACN 114 269 195] (National Award Operator) and the law (reports of child abuse or neglect will be handled under the relevant State/Territory legislation).

13. Undertake my role in a safe work environment. This includes: taking reasonable care for my own health and safety; ensuring that my conduct does not adversely affect the health and safety of others; and complying with any reasonable instructions, policy or procedure relating to health and safety that applies to me, my colleagues, and people I am supervising or who are considered to be in my care.
14. Follow through and complete agreed tasks and commitments.
15. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model by setting an example for all to follow. This includes: displaying respect and courtesy for Participants of the Award, other volunteers, staff, contractors and property.
16. Work cooperatively as a team member with employees of the Award and other volunteers.

Representations and media

17. Represent the Award with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
18. Immediately advise the aforementioned Award Centre of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Centre of any officer or employee of the Award Centre; or any Award Leader/ Assessor/ Supervisor/ Volunteer involved in the management and/or delivery of the Award, who I believe has acted in a way which may be detrimental to the good name of the Award.
19. Copy and distribute Award materials only for the purposes of the Award and immediately stop use of all materials once my involvement with the Award ends.
20. Not use materials or behave in any way which would bring the Award, Award Centre, Award Operating Authority or the National Award Operator into disrepute.
21. Ensure that any improvements, developments, or new versions of the materials, including new materials I create based on or incorporating them, belong to the National Award Operator and I assign all rights, including intellectual property rights in them, to the National Award Operator.
22. Ensure that any documents, collateral, website pages or other items that utilise the Award logo meet all requirements of the NAO Australian Branding Guidelines, and is compliant with the requirements of the International Brand Guidelines and Style Guide (available at: <https://dukeofed.com.au/resources/logo-and-brand-guidelines/>)
23. Ensure that all new materials utilising the Award logo which contain interpretive content** regarding the Award has been approved and registered by the National Award Operator prior to being circulated. A copy of all such materials will be retained by the National Award Operator for reference purposes.

F. How do I complete an Assessor's Report?

The Participant's Online Record Book (ORB) will generate an email to enable you to complete your Assessor's Report/Signoff after the Participant has met the time requirements for a respective Section.

G. Is there Award insurance?

The Duke of Edinburgh's International Award - Australia provides *secondary* public liability and personal injury insurance covering almost all Duke of Ed activities. As a bona fide Volunteer you have some coverage under this insurance. If you'd like more information regarding this insurance please refer to: www.dukeofed.com.au/resources/insurance

H. How can I meet my State or Territory’s working with children requirements?

Each State and Territory in Australia has a different agency that manages the clearance of adults to work with children. Anyone working with young people under 18 must have clearance, unless they meet the guidelines for an exemption.

You are required to have a clearance from the relevant agency in the state or territory in which you are engaging with young people.

Working with Children (Click on link for more details)
ACT: Working with Vulnerable People
NSW: Working with Children Check
NT: Working with Children Clearance
QLD: Blue Cards for working with Children
SA: Working with Children Check
TAS: Working with Vulnerable People (including children)
VIC: Working with Children Check
WA: Working with Children Check

For any further information, contact the Award Centre (organisation) that has invited you to become an Assessor or The Duke of Ed office in your State/Territory: <https://dukeofed.com.au/contact-us/>