

## Assessor Commencement Form

Thank you for becoming an Assessor for The Duke of Edinburgh's International Award (the Award). Assessors play a crucial role in the success of the Award and the information below will assist you to understand the basics of the role. For additional information on the Award, please see [www.awardswa.org.au](http://www.awardswa.org.au)

**Note:** *If you are an immediate family member of a Participant (i.e. a parent or sibling), in most circumstances you **should not** be one of their Assessors.*

**Participants should not commence an Award Section activity until their Award Leader has confirmed the appointment of an appropriately skilled, experienced and/or qualified Assessor for that Section.**

### Who is an Award 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 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.

### Is there Award insurance?

The Duke of Edinburgh's International Award – Australia has **limited** public liability and personal injury insurance for Participants and Volunteers whilst undertaking Award activities. The primary insurance is under the Participant's Award Unit. Please visit [www.dukeofed.com.au/resources/insurance/](http://www.dukeofed.com.au/resources/insurance/) for more information regarding insurance.

### How do I complete my Assessor's Report?

The Participant will provide you with a Section summary to enable you to complete your Assessor's Report after they have met the time requirements for their Section.

### What is the next step?

Please read and sign the Volunteer Code of Conduct and attach a copy of your Working With Children Check should this be applicable.

<b>Assessor Name</b>	
<b>Participant Details (Participant to complete)</b>	
Name	
Contact details (e.g. phone, email)	
Award level (tick)	<input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold
Award Section (tick)	<input type="checkbox"/> Skill <input type="checkbox"/> Service <input type="checkbox"/> Phys Rec <input type="checkbox"/> Adv Journey <input type="checkbox"/> Residential
Time commitment in months (tick)	<input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18
Chosen activity	
My purpose / goal for this activity is	
Award Unit (i.e. School / Youth Group)	
Award Leader	

## Volunteer Code of Conduct

For the purposes of The Duke of Ed, and therefore this document, 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 all Award Leaders, Assessors and Supervisors.

In consideration of the Award Unit, \_\_\_\_\_  
*[name of school/organisation/group]*

approving me as an Award Leader\*/Assessor/Supervisor/Volunteer in relation to The Duke of Edinburgh’s International Award (The Duke of Ed), I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (as outlined in The Duke of Ed Handbook, available at [www.dukeofed.com.au](http://www.dukeofed.com.au)).
2. Comply at all times with the requirements of the Duke of Ed and with all applicable laws relevant to fulfilling my obligations to the Duke of Ed.
3. Meet all applicable child protection legislation requirements in my state/territory.
4. Undertake training and meet accreditation requirements, as appropriate.
5. Respect the privacy of persons served by the Duke of Ed and hold, in confidence, sensitive, private and personal information collected in relation to the Duke of Ed in accordance with the Privacy Policy of the Duke of Edinburgh’s International Award in Australia [ACN 114 269 195] (National Award Authority) and the law (reports of child abuse or neglect will be handled under the relevant state/territory legislation).
6. Immediately advise the aforementioned Award Unit of any matter of which I am involved that has or could lead to criminal conviction. Advise the Award Unit of any Officer or employee of the Award Unit; or any Award Leader/Assessor/Supervisor/ Volunteer involved in the management and/or delivery of The Duke of Ed, who I believe has acted in a way which may be detrimental to the good name of The Duke of Ed.
7. Comply with the key principles of The Duke of Ed (as outlined in The Duke of Ed Handbook).
8. Represent The Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
9. 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; compliance with any reasonable instructions relating to health and safety; and cooperation with any reasonable policy or procedure relating to health and safety that applies to me, my colleagues, people I am supervising or who are considered to be in my care.
10. Follow through and complete agreed tasks and commitments.
11. Conduct myself in a respectful manner, exhibit good conduct and be a positive role model.
12. Display respect and courtesy for participants of The Duke of Ed, other Volunteers, staff, contractors and property.
13. Provide a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse, neglect, or other harmful actions.
14. Work cooperatively as a team member with employees of The Duke of Ed and other Volunteers.
15. Undertake to provide assessment for The Duke of Ed only in areas where I am suitably qualified and/or experienced.
16. Copy and distribute materials the Licensed Operator gives me only for the purposes of The Duke of Ed and will not otherwise use them without the prior written consent of the National Award Operator.
17. Not use those materials in any way which would bring The Duke of Ed, Award Unit, State/Territory Award Authority or the National Award Authority into disrepute.
18. Immediately stop use of all materials once my involvement with The Duke of Ed ends.
19. Ensure that any improvements or 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.

20. Ensure that any documents, collateral, website pages or other items that utilise The Duke of Ed logo meet all requirements of the National Style Guide (available from the National Award Authority).
21. Ensure that all new materials utilising The Duke of Ed logo which contain interpretive content\* regarding The Duke of Ed has been approved by the National Award Authority prior to being circulated. A copy of all such materials will be retained by the National Award Authority for reference purposes

**I am aware of my obligations as outlined in this document and that my approval as a Volunteer/Award Leader/Assessor/Supervisor in relation to The Duke of Ed may be terminated as a result of any breach by me of the undertakings in this document.**

**I agree to the above terms**

**I am over 18 years of age**

**Name**

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**Address**

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**Phone**

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**Email**

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**Working With Children Check Number**

**Expiry**

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**Signature**

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**Date**

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**You must attach a copy of your working with children check card to this application.**

\* Interpretive content refers to any information published by The Duke of Ed which has been reworded

## Assessor Roles and Responsibilities

As an Assessor, you will play a crucial role in the success of The Duke of Ed. Your role is to engage with Participants of the Award, offer guidance, mentoring and encouragement as they undertake the Section of the Award that you are assessing.

### **An Assessor must:**

1. Be suitable experienced and/or qualified in the activity in which you are assessing.
2. Meet the Child Protection legislation requirements in your State/Territory. In WA, it is a requirement that all adult volunteers working with an Award Participant under the age of 18 years must hold a current Working with Children Check. For more information visit [www.checkwwc.wa.gov.au/checkwwc](http://www.checkwwc.wa.gov.au/checkwwc).
3. Agree to the Volunteer Code of Conduct (attached).
4. Be approved by the Award Leader and therefore the Award Unit prior to the Participant commencing their activity with you as the Assessor.
5. Understand the relevant Duke of Ed requirements for the Section you are assessing.
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 that they have set.
8. Ensure the Participants undertake the 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 that they have met the requirements of the Award for that Section activity.
11. Undertake your role as an Assessor in a safe working 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; and
  - d) that you comply 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.