



The Duke of Edinburgh's Award How to complete your DofE programme

Once the timescales for each section have been completed, a written Assessor's Report needs to be obtained. There are two methods of submitting an Assessor's Report:

Written reports

The Assessor completes a written report using the tear out page in the Assessor Guidance Notes found in your Welcome Pack.

This can then be scanned or a photo taken and uploaded onto the relevant section on your eDofE account. This should be marked as the Assessor's Report, rotated to be upright and legible, and then submitted for approval.

You can download and print off replacement Assessor's Report sheets at DofE.org/resourcescentre.

Online reports

The Assessor can write an online report by visiting eDofE.org/assessor. If using this option, Assessors will need your eDofE ID number and the level and section they are assessing.

These reports, once submitted by the Assessor, appear on the Leader's eDofE account. Once checked, the Leader forwards it onto your eDofE account.

Downloading the DofE app will help you keep your DofE programme records up to date. You don't need to remember your sign-in details each time you use the app. You can use the app to update all your section details and upload your written Assessor's Reports.

To download the app search for 'The Duke of Edinburgh's Award' on the App Store or Google Play.



DofE
The Duke of Edinburgh's Award

Gold Detach and hand this to your Assessor at the **START** of your DofE activity.

DE SKILLS

Assessors cannot be related to a DofE participant. They should be an expert in the relevant activity (such as a coach). DofE Leaders must approve the choice of Assessor for each section.

My name: _____ eDofE ID No: _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Skills section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my Gold DofE 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:

12 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 how I 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.

Assessor's Guidance Notes - SKILLS

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 DofE requirements if they've done 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, progress, personal development and achievement of their goals.

What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. So please make your comments personal, positive and engaging. Remember to include the activity start and end dates.

Online

To enter your report online, visit eDofE.org/assessor and follow the instructions. You will need the participant's name, their eDofE ID number, their DofE 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 into eDofE, our online system.

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

DE ASSESSOR'S REPORT SKILLS

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 DofE 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 eDofE, marking it as an Assessor's Report. When it has been approved you will see it appear in your View Evidence folder in eDofE. You can then submit this section for sign-off. You can also add your own comments in eDofE.

To the Assessor

Thank you for assessing this participant in their skills activity for their DofE 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. Please complete your report online at:

eDofE.org/assessor

You will need the information in the top right-hand box of the other side of this card to make your report. Alternatively, you can write your comments in the space provided overleaf and return this card to the participant.

What to include in a report:

Please describe the achievements of the participant as they did 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 DofE activities. If you'd like to stay in touch with the DofE, please visit DofE.org/preferences.

Assessor's Report - SKILLS

DE ASSESSOR'S REPORT SKILLS

Participant: _____
eDofE ID No: _____
Level: Gold

Description of activity: _____

Date started: ____/____/____ Completed: ____/____/____ (months)

Goals set by participant: _____

Assessor's comments:

Please write as much as possible, talking about training, progress (if applicable) and achievements. What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. Please use the information you have provided in the report and be aware of your role as the DofE Assessor. You are not to be involved in the award of the DofE and you should not be involved in the award of the DofE and you should not be involved in the award of the DofE.

What progress did they make towards their goals?

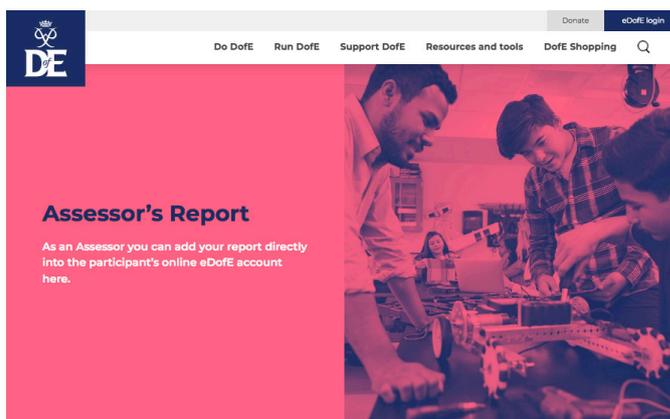
What did they achieve, what skills did they learn?

How frequently did they take part in this activity?

Any other comments?

Signature: _____ Date: ____/____/____
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 to eDofE as evidence.



More information

More information can be found within eDofE.org or on DofE.org/do.



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theDofE



theDofEUK



DofEUK