



Role description: DofE Expedition Assessor

- Hours:** Variable (Dependent on scale of Licensed Organisation/AAP or Expedition Assessor Network)
- Reports to:** DofE/AAP Manager or Assessor Network Co-ordinator
- Appointed by:** DofE/AAP Manager or Assessor Network co-ordinator
- Key contacts:** DofE/AAP Manager or Assessor Network Co-ordinator, Expedition Supervisors, DofE Co-ordinators, DofE Leaders

Summary and main purpose

The Duke of Edinburgh's Award (DofE) is a UK charity that makes a difference to young people's lives and prepares them for life and work. Over 275,000 young people per year from every possible background take part in the DofE programme to broaden their horizons, develop their leadership skills, learn to work with others, volunteer in their local communities, increase their employability, and prove to themselves they can succeed at a serious challenge. All qualifying expeditions must be assessed by a competent adult who is approved by the Licensed Organisation/Approved Activity Provider and accredited by The Duke of Edinburgh's Award. Assessors are the guardians of the DofE's high standards; they protect the interests of the DofE and ensure that the 20 conditions of the Expedition section are fulfilled.

The Assessor is a member of a partnership consisting of the participants, the Supervisor and the Assessor, formed to bring about a successful outcome to the team's expedition. The role of the Assessor is to confirm that the 20 conditions of the Expedition section have been met. There is no testing, no marking, either the 20 conditions have been fulfilled or they have not.

Some Assessors are members of volunteer Assessor Networks which are managed directly by the DofE. Each network is based in a wild country area and members provide a service for Licensed Organisations/AAPs, assessing expedition teams.

At Bronze and Silver level, Assessors should not have been involved in any training or instruction of the team. At Gold level, the Assessor must be independent of the DofE group and not associated with the team in any way.

The key tasks of the role are to:

- KT1. Ensure that the 20 conditions of the Expedition section are fulfilled by the expedition team.
- KT2. Ensure that expedition team meet the aim of the Expedition section.
- KT3. Provide, as appropriate, local expedition area information to teams to help them decide how best to meet the 20 conditions.
- KT4. Be a fair, impartial and positive person who adds to the expedition experience and supports the team and sees a successful outcome.
- KT5. Protect the interests of the DofE.

These are achieved by following these steps:

- Receive expedition information from the team.
- Make initial contact with the team and review the expedition plan.
- Meet the team in the expedition area and complete the pre-expedition check.
- Meet with the team en-route.
- Debrief the team and sign off the expedition by completing an Assessor's report for each member of the expedition team, either online or in the *Keeping Track* booklets.
- To receive the expedition presentation after the expedition (if requested).

Other considerations

DofE Expedition Assessors must undertake the e-induction course and attend the DofE Expedition Assessor Accreditation Scheme course (having carried out the pre-course learning for the relevant level(s) they wish to assess at). Following the completion of this course, they must also undertake a Supported Assessment before being fully accredited.

DofE Expedition Assessor: Skills and knowledge

Essential:

- Be familiar with the aims, principles, requirements and 20 conditions of the Expedition section.
- Have a sound knowledge of *The Handbook for DofE Leaders*.
- An ability to communicate with adults and young people, both verbally and in writing.
- Listening skills.
- An ability to organise and plan effectively.
- IT literate.
- Build, maintain and facilitate effective working relationships with a wide range of people.
- Plan, manage and monitor own tasks and time.

Desirable:

- Knowledge of the *Expedition Guide*.
- Knowledge of the expedition area they want to assess in.
- Experience of working with young people.

Qualities:

- Integrity.
- Respected decision maker.
- Committed to ensuring high standards.
- Commitment to DofE's guiding principles.
- Flexible approach.
- Self-motivated.