

Writing Assessor Reports – Volunteering section

Thank you for your time and commitment offering to assess the Volunteering section of a participant's Duke of Edinburgh's Award.

We appreciate your assistance and hope that you will enjoy your involvement, helping a participant through the section and to help them get the most from the activities they undertake.

The aim of the Volunteering section is for participants to take part in a volunteering activity with a charity or within a community, to make a difference in other people's lives or to provide a service.

As the Assessor you...

- Can help the young person understand what they want to get out of it and help them set their goals.
- Can help the participant with advice, training and supervision as needed.
- Can offer support and encouragement.
- Could do a final assessment at the end – discussing their experiences, how they developed and reached their goals.
- Should be qualified/trained for the activity the young person is undertaking.
- Cannot be related to the participant.

The Assessor's Report

When the participant has completed the [minimum time requirements](#) and achieved their goals, the DofE requires a written report which is a record of their progress. This is called an Assessor's Report.

As an Assessor you are responsible for writing a participant's Assessor Report. The Report makes up part of the evidence which is used to sign off a participant's section.

The Assessor's Report is written following the successful completion of the Volunteering section.

Submitting a report

There are two ways to submit Assessor's Reports. You can complete the sectional Assessor's Report Card, found in a participant's Welcome Pack.

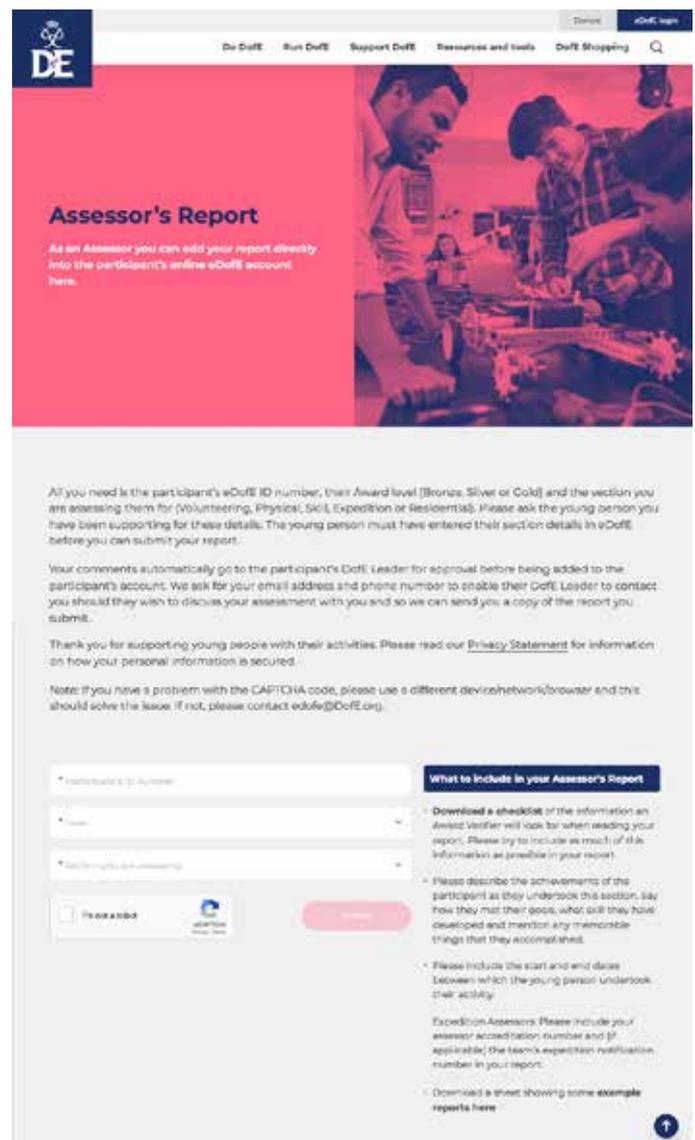
Alternatively you can add your report directly into the participant's online eDofE account via DofE.org/assessor.

All you need is:

- The participant's eDofE ID number.
- Their Award level (Bronze, Silver or Gold).
- The section you are assessing them for (for example the Skills section).

Your comments are then automatically sent to the participant's DofE Leader for approval before being added to the participant's account.

We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you.



The screenshot shows the 'Assessor's Report' page on the DofE.org website. The page has a red header with the DofE logo and navigation links like 'Do DofE', 'Run DofE', 'Support DofE', 'Resources and tools', and 'DofE Shopping'. The main content area is white with a red background on the left side. It features a heading 'Assessor's Report' and a sub-heading 'As an Assessor you can add your report directly into the participant's online eDofE account here.' Below this, there are several paragraphs of text providing instructions and a note about CAPTCHA. At the bottom, there is a form with fields for 'Participant's ID Number', 'Section', and 'Assessor's eDofE account', along with a 'Submit' button. To the right of the form, there is a section titled 'What to include in your Assessor's Report' with bullet points and a link to download a checklist.

Above: example of Assessor's Report screen on DofE.org/assessor, once initial information has been entered and checked.

What you should write

The feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs.

It is not acceptable to simply say "He/she satisfactorily completed

the Volunteering section".

The report should include how long they volunteered for on each session and the number of months that they volunteered for overall.

At the end of the Assessor's Report it can be a good time to suggest that the participant

progresses to the next level of the DofE or, if they have achieved their Gold Award, to volunteer with a local DofE group.

Below is an example Assessor Report that has been submitted by a DofE Assessor.

Chandni excelled whilst volunteering as a peer educator. She has a personable nature and was able to talk to the younger kids on their level and really engaged them.

From July 2018 to February 2019 her confidence seemed to grow and she developed her own style of explaining our key messages. She regularly stayed beyond the hour's session to help clear up and also arrived early to help with setting up on more than one occasion.

She has been a fantastic ambassador for the charity and we have been delighted to have her on board.

A stand out moment for us was when her talk encouraged a young person to confide in her, Chandni handled it with great maturity and took the appropriate steps to refer the young person. This experience will be great to enhance Chandni's CV or lead on to many different career paths and we hope she continues to stay involved with the charity. Well done Chandni.

Participant name:

Pete xxxxxxxxxxx

Dates:

10th January 2018-30th January 2019

Activity:

Charity shop volunteering

Assessor name and contact:

Anna XXXXXX 07XXX XXX XXX

Pete has volunteered with us from January 2018 to January 2019. He proved to be an enthusiastic and well-motivated volunteer.

He successfully completed all the tasks he has taken on, which have developed in responsibility over time. Pete was popular with the team and customers alike.

He has most certainly grown in confidence during his placement and has been a huge asset to the charity.

Thank you Pete for your support and commitment and we would love to have you back in the future!

The image shows two example Assessor's Report cards from DofE. The top card is the 'Assessor's Guidance Notes' and the bottom card is the 'Assessor's Report'. Both cards are titled 'DofE VOLUNTEERING' and include sections for 'Assessor's Guidance Notes' and 'Assessor's Report'. The top card also includes a 'Can you please:' section with a list of bullet points. The bottom card includes a 'To the participant' section, a 'To the Assessor' section, and a 'What to include in a report:' section. The cards are designed to be filled out by an assessor and then submitted to DofE.

Above: example of Assessor's Report cards that participants may give to their Assessor at the start/finish of their activity.