Assessor Commencement Guide (ACG)
Duke of Edinburgh’s Award in Australia (NSW Division)

Assessors
Assessors are Volunteers who assist young people with their Duke of Ed. A Participant will need at least one Assessor for each Section of their Duke of Ed to help guide them through that Section.

Coordinator
Adults appointed by a Duke of Ed Operator (Award Unit*) who have overall responsibility of (Award Leader*) The Duke of Ed in that organisation.

Participants
Young people registered to participate in the Bronze, Silver or Gold Duke of Ed Awards.

Information for Participants

If your Assessor has not already been approved by your Coordinator please complete the Participant Details table below and give this Guide to your intended Assessor. Please also remember to give them a sealable envelope to maintain the privacy of their completed Volunteer Code of Conduct. Return the completed Volunteer Code of Conduct to your Coordinator.

REMEMBER:
You can only commence a Duke of Ed Section activity AFTER your Coordinator has approved your Assessor for that Section.

If you change any of your Assessors you MUST inform your Coordinator.

Note: Award participants are expected to comply with all safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.

Participant Details (for participant to complete)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Contact details (eg phone, email)</td>
</tr>
<tr>
<td>Award level (tick)</td>
</tr>
<tr>
<td>☐ Bronze</td>
</tr>
<tr>
<td>☐ Silver</td>
</tr>
<tr>
<td>☐ Gold</td>
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<tr>
<td>Award Section (tick)</td>
</tr>
<tr>
<td>☐ Skill</td>
</tr>
<tr>
<td>☐ Service</td>
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<tr>
<td>☐ Phys Rec</td>
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<tr>
<td>☐ Adv Journey</td>
</tr>
<tr>
<td>☐ Residential</td>
</tr>
<tr>
<td>Time commitment in months (tick)</td>
</tr>
<tr>
<td>☐ 3</td>
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<tr>
<td>☐ 6</td>
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<tr>
<td>☐ 12</td>
</tr>
<tr>
<td>☐ 18</td>
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<tr>
<td>Chosen activity</td>
</tr>
<tr>
<td>My purpose / goal for this activity is</td>
</tr>
<tr>
<td>Operator (ie School / Youth Group)</td>
</tr>
<tr>
<td>Operator phone number</td>
</tr>
<tr>
<td>Coordinator</td>
</tr>
</tbody>
</table>
Information for Assessors

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

The information below will assist you to understand the basics of the Duke of Ed Assessor role. For additional information please also see www.dukeofed.com.au. This Assessor Commencement Guide (ACG) can also be found at: www.dukeofed.com.au/Assessors-NSW.html

Note: If you are an immediate family member of a participant (ie a parent or sibling) you should not be one of their Assessors.

Participants cannot commence a Duke of Ed Section activity until their Coordinator has confirmed the appointment of an appropriately skilled, experienced and/or qualified Assessor for that Section.

What is The Duke of Ed?

The Duke of Edinburgh’s Award is a self-development program open to all young people between the ages of 14 and 25. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential.

There are three levels of the Award (Bronze, Silver and Gold) and there are four Sections that must be completed for a young person to qualify for an Award:

- Service
- Skill
- Physical Recreation
- Adventurous Journeys.

There is an additional Section at Gold level only, the Residential Project.

The first three of these activities need to be undertaken by the participant on a regular basis. Regular means involvement for an average of at least one hour per week, with participation at least once a fortnight. 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.

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 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 a Coordinator can also be an Assessor.

What are the Roles and Responsibilities of an Assessor?

Assessor Roles and Responsibilities are listed below. If you are willing to act as an Assessor you will be asked to agree to these on page 6.

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.
4. Be approved by The Duke of Ed Coordinator and therefore the Licensed Operator (LO) prior to the Participant commencing the activity with you as their 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 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: taking reasonable care for your own health and safety; that your conduct does not adversely affect the health and safety of others; that you comply with any reasonable instructions relating to health and safety; 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.

These Assessor Roles and Responsibilities can also be viewed at: www.dukeofed.com.au/Assessor-Responsibilities.html

Is there Award insurance?

The Duke of Edinburgh’s Award has limited 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/Insurance.html

How can I provide a safe environment for children?

Providing opportunities for young people to complete their Award is very rewarding. Participants require a safe and non-threatening environment.

You need to ensure that all Volunteers/staff involved with the participant are aware that they must conduct themselves appropriately with young people at all times.

Examples of unacceptable conduct by Volunteers/employees would include:

• any initiation activities
• physical, emotional or verbal abuse of participants
• physical assault or exposing participants to violence
• inappropriate conversations of a sexual nature, suggestive remarks or jokes of a sexual nature
• displaying or showing any form of explicit material, sexually suggestive publications, electronic media or illustrations
• any form of inappropriate touching
• any form of inappropriate personal correspondence or expression of sexual feelings toward the participant.

Assessors are required to report any allegations of incidents concerning a young person to the Award Coordinator at the earliest convenience. Award participants are expected to comply with the organisations safety requirements and procedures and not to act in any way to jeopardise the safety of themselves or others within the activity environment.
How can I meet New South Wales Child Protection requirements?

Child Protection requirements and processes in NSW have recently undergone significant change as a result of new Child Protection legislation. Child Protection requirements and processes now differ from organisation to organisation:

The participant’s Coordinator must ensure that all Assessors have met the appropriate requirements for Child Protection before Assessors undertake Duke of Ed activities with them.

For volunteers working with Duke of Ed Operators who are NSW Government Schools:
1. If the Participant you are assessing is undertaking their Duke of Ed through a NSW government school the participant, via their Coordinator, will provide you with the Department of Education and Communities “Working With Children Check – Declaration for volunteers and contractors”, also available here: https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-5-WWCC-Declaration-for-volunteers-and-contractors.pdf

Please sign this Declaration and return it to the school, along with the 100-point Proof of Identity (the Coordinator will provide this information) also available here: https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-6-Proof-of-Identity.pdf

For volunteers working with Duke of Ed Operators other than NSW Government Schools:
2. If the participant you are assessing is undertaking their Duke of Ed through an organisation OTHER than a NSW government school, please check that organisations current Child Protection procedures.

If you have further questions regarding NSW Child Protection please visit www.kids.nsw.gov.au, email newcheck@kids.nsw.gov.au or call 9286 7276

What is The Duke of Edinburgh’s Award National Volunteer Code of Conduct (VCOC)?

The Duke of Edinburgh’s Award in Australia requires that all Volunteers# agree to the National Volunteer Code of Conduct (VCOC) (pages 5-6 of this Guide and also available at: www.dukeofed.com.au/Volunteer-Code-of-Conduct.html). This agreement (see the Volunteer Details and Agreements - page 6 of this Guide) needs to be returned to The Duke of Ed Coordinator before undertaking any activities with the participant.

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 the Volunteer Code of Conduct (pages 5-6), then complete the Volunteer Details and Agreements (page 6).

This form must be completed and returned to the participant’s Duke of Ed Coordinator (at their School or Community/Youth Group) prior to the participant undertaking any Duke of Ed-related activities with you.

Many thanks in anticipation of your assistance

^ In the case of Service, this may be four hours per month (in block time periods) dependent on Coordinator approval.

# 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 all Assessors, Supervisors and Coordinators.
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 Coordinators, Assessors and Supervisors.

In consideration of the Licensed Operator, _____________________________________________ [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:

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 Licensed Operator of any matter of which I am involved that has or could lead to criminal conviction. Advise the Licensed Operator of any Officer or employee of the Licensed Operator; or any Coordinator/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.
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, Licensed Operator, State/Territory Award Operator or the National Award Authority into disrepute.
Volunteer Code of Conduct (cont.)

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.

Volunteer Details and Agreements

For Award Leader*/Assessor/Supervisor/Volunteer to complete prior to undertaking any Duke of Ed activities with a Duke of Ed participant

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Skills/experience/qualifications relevant to participant’s activity</td>
<td></td>
</tr>
</tbody>
</table>

☐ I am aware of my obligations as outlined in this document and that my approval as an Award Leader*/Assessor/Supervisor/Volunteer 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 undertake to assessm/supervise for The Duke of Ed only in areas where I am suitably skilled/ experienced or qualified

☐ I am over 18 years of age

☐ I have read, understood and agree to comply with the Award Leader*/Assessor/Supervisor (please circle as appropriate) Roles and Responsibilities as outlined in Section 2.2. of the Handbook, also available at:

If you have already undergone a NSW Working With Children Check please provide your:

<table>
<thead>
<tr>
<th>WWCC No:</th>
<th>Date of Birth:</th>
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</table>

Signature

Date

* To align with International Duke of Ed terminology, Coordinators are now also referred to as Award Leaders, and Operators are now referred to as Award Units.