

# Assessor Commencement Guide (ACG)

## The Duke of Edinburgh's International Award – Australia (NSW Division)

- Assessors** Assessors are Volunteers# who assist young people with their Duke of Edinburgh's International Award (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.
- Award Leaders** Adults appointed by an Award Unit (organisation delivering The Duke of Ed) who are responsible for running The Duke of Ed in that organisation.
- Participants** Young people registered to participate in the Bronze, Silver or Gold level of The Duke of Ed.

### Information for Participants

If your Assessor has not already been approved by your Award Leader 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 Details and Agreements* (last page of this **Guide**). Return the completed *Volunteer Details and Agreements* to your Award Leader.

**REMEMBER:** *You can **ONLY** commence a Duke of Ed Section activity **AFTER** your Award Leader has approved your Assessor for that Section.*

*If you change any of your Assessors you **MUST** inform your Award Leader.*

**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)	
Name	(please also enter your details on p 6)
Contact details (eg 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 (School/Youth Group)	
Award Unit phone number	
Award Leader	

## Information for Assessors

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

The information below will assist you to understand the Duke of Ed Assessor role. For additional information please also refer to part 2.2.2 of The Duke of Edinburgh's International Award – Australia Handbook [The Handbook] (see: [dukeofed.com.au/resource/handbook](http://dukeofed.com.au/resource/handbook)). This **NSW Assessor Commencement Guide** (ACG) can also be found at: [dukeofed.com.au/resource/nsw-assessor-commencement-guide](http://dukeofed.com.au/resource/nsw-assessor-commencement-guide).

**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 Award Leader 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 International 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. More information can be found at: [dukeofed.com.au/about-the-award/the-award](http://dukeofed.com.au/about-the-award/the-award).

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:

- Skill
- Service
- Physical Recreation
- Adventurous Journeys
- Residential Project (an additional Section at Gold level)

The activities for Skill, Service and Physical Recreation need to be undertaken by the Participant on a *regular* basis. Regular commitment is at least one (1) hour per week, two (2) hours per two week period or four (4) hours per four week period. 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 an Award Leader 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 of this **Guide**.

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.
3. Agree to the Duke of Ed **Volunteer Code of Conduct** before undertaking any assessment (please refer to pages 5 and 6 of this Guide or [dukeofed.com.au/resource/volunteer-code-of-conduct](http://dukeofed.com.au/resource/volunteer-code-of-conduct) for the latest NSW version).
4. Be approved by the Duke of Ed Award Leader and therefore the Award Unit 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 found in part 2.2.2 of The Duke of Edinburgh's International Award – Australia Handbook [The Handbook] (see: [dukeofed.com.au/resource/handbook](http://dukeofed.com.au/resource/handbook)) and can also be viewed at: [dukeofed.com.au/resource/assessor-roles-and-responsibilities](http://dukeofed.com.au/resource/assessor-roles-and-responsibilities).

### **Is there Award insurance?**

The Duke of Edinburgh's International Award - Australia provides *secondary* public liability and personal injury insurance covering almost all Duke of Ed activities. As a bona fide Volunteer you may have some coverage under this insurance. Claims can be made against this insurance for any amounts not covered or only partially covered under the Award Units policy.

If you'd like more information regarding this insurance please refer to: [dukeofed.com.au/resources/insurance](http://dukeofed.com.au/resources/insurance).

### **How can I provide a safe environment for children?**

Providing opportunities for young people to complete their Duke of Ed 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 Leader 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?

The Participant's Award Leader must ensure that all the Participant's Assessors have met the appropriate requirements for Child Protection *before* Assessors undertake Duke of Ed activities with them.

From April 1, 2017, Assessors are legally required to have a current Working With Children Check Number (WWCC No) which has been verified/cleared by the Participant's Award Unit. WWCC Nos can be entered in the *Volunteer Details and Agreements* on page 6 of this **Guide**.

### **For Volunteers working with Duke of Ed Award Units which are NSW Government Schools:**

You will also be required to complete and return "Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor" (see <https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy>).

Note – some exemptions apply. If you have further questions regarding NSW Child Protection please visit [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au), email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au) or call 9286 7219.

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

The Duke of Edinburgh's International Award - Australia requires that all Volunteers agree to the National **Volunteer Code of Conduct** (VCOC) (pages 5-6 of this **Guide** and also available at: [dukeofed.com.au/resource/volunteer-code-of-conduct](http://dukeofed.com.au/resource/volunteer-code-of-conduct)). This agreement (see the *Volunteer Details and Agreements* - page 6) needs to be returned to the Duke of Ed Award Leader 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 Assessors Report/Signoff 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).

The *Volunteer Details and Agreements* must be completed and returned to the Participant's Duke of Ed Award Leader (at their School or Community/Youth Group) **prior** to the Participant undertaking any Duke of Ed related activities with you.

If you are volunteering for a Duke of Ed Award Unit which is a NSW Government School you will also be required to complete and return "Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor" (see <https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy>).

Many thanks in anticipation of your assistance

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# 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 Award Leaders, Assessors and Supervisors.

## Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award - Australia ('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, I undertake that I will:

1. Comply with and exercise due care in carrying out my Roles and Responsibilities (Assessor Roles and Responsibilities can be reviewed on pages 2 and 3 of this Guide, and these and the Award Leader and Supervisor Roles and Responsibilities are outlined in Section 2 of The Duke of Ed Handbook [The Handbook], available at: [dukeofed.com.au/resource/handbook](http://dukeofed.com.au/resource/handbook)).
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 - 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 \*Award Leader gives me only for the purposes of The Duke of Ed and not otherwise use them without the prior written consent of the National Award Authority.
17. Not use those Duke of Ed materials in any way which would bring The Duke of Ed, ^Award Unit, State/Territory Award Operating Authority or the National Award Authority into disrepute.
18. Immediately stop use of all materials once my involvement with The Duke of Ed ends.

**Volunteer Code of Conduct (cont.)**

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 Authority (NAA) and I assign all rights, including intellectual property rights in them, to the NAA.
20. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Award Brand and Style Guide lines (available from the National Award Authority).
21. Ensure that all new Duke of Ed 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.

<b>PARTICIPANT NAME</b>			
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"/> Adv Journey	<input type="checkbox"/> Phys Rec <input type="checkbox"/> Residential

**Volunteer Details and Agreements ^^**

For a(n) \*Award Leader/Assessor/Supervisor/Volunteer to complete **prior** to undertaking any Duke of Ed activities with a Duke of Ed Participant.

<b>Name</b>	<b>Phone</b>	
<b>Address</b>		
<b>Email</b>		
<b>Skills/experience/qualifications relevant to Participant's activity</b>		
<input type="checkbox"/> 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 <input type="checkbox"/> I agree to the above terms of the Volunteer Code of Conduct <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> 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 of The Handbook ( <a href="http://dukeofed.com.au/Handbook">dukeofed.com.au/Handbook</a> ), also available on: <a href="http://dukeofed.com.au/resource/award-leader-roles-and-responsibilities">dukeofed.com.au/resource/award-leader-roles-and-responsibilities</a> <a href="http://dukeofed.com.au/resource/assessor-roles-and-responsibilities">dukeofed.com.au/resource/assessor-roles-and-responsibilities</a> <a href="http://dukeofed.com.au/resource/supervisor-roles-and-responsibilities">dukeofed.com.au/resource/supervisor-roles-and-responsibilities</a>		
NSW Working With Children Check (WWCC)		
<b>WWCC Number:</b> <b>Date:</b>	<b>WWCC No Expiry</b>	<b>Date of Birth:</b>
<b>Signature:</b>	<b>Date:</b>	

\* Award Leader is the internationally recognised name for Award Coordinator  
 ^ Award Unit is the internationally approved name for Licensed Operator  
 \*\* Interpretive content refers to any information published by The Duke of Edinburgh's International Award - Australia which has been re-worded.  
 ^^ If you are volunteering for a Duke of Ed Award Unit which is a NSW Government School you will also be required to complete and return "Appendix 11 – Declaration for child related work – Specified volunteer/child related contractor"