Bronze

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

DofE | VOLUNTEERING

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as the activity leader). 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 Volunteering 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.

For this section of my **Bronze** DofE programme, I have to give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week:

Participant to write number of months here

**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 volunteering.
- Be available throughout my volunteering time 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 Volunteering section.

## The Volunteering section

**Aim:** To inspire young people to make a meaningful contribution within their communities, influence change and shape the world they want to live in.

## Completion of the section

Young people have met the DofE requirements if they've volunteered regularly, averaging at least one hour a week over the agreed time and if they've 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, team contribution (if applicable) and achievement of their personal 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 **DofE.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.**

# ASSESSOR'S REPORT: VOLUNTEERING

## 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 volunteering 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:

**DofE.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: VOLUNTEERING

Participant: _____

eDofE ID No: _____

Level: **Bronze**

Description of activity: _____

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

Goals set by participant: _____

_____

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (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 note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.*

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.*

Bronze

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

DofE | PHYSICAL

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as a teacher). 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 Physical 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.

For this section of my **Bronze** DofE programme, I have to improve in an area of sport, dance or fitness over a set period of time. I need to spend the following length of time regularly doing my physical activity, averaging at least one hour a week:

Participant to write number of months here

**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 doing my physical activity.
- Be available throughout the time I'm doing my 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 Physical section.

## The Physical section

**Aim:** To inspire young people to achieve greater physical fitness and a healthy lifestyle through participation and improvement in physical activity.

## Completion of the section

Young people have met the DofE requirements if they've done regular physical activity 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, team contribution (if applicable) and achievement of their personal 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 **DofE.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.**

# ASSESSOR'S REPORT: PHYSICAL

## 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 physical 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:

**DofE.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: PHYSICAL

Participant: _____

eDofE ID No: _____

Level: **Bronze**

Description of activity: _____

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

Goals set by participant: _____

_____

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (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 note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.*

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.***

Bronze

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

DofE | SKILLS

Assessors cannot be related to a DofE participant. They should be an 'expert' in the chosen activity (such as a teacher). 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.

For this section of my **Bronze** 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:

Participant to write number of months here

**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.

## 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 **DofE.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.**

# 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 is approved, you will see it in your '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:

**DofE.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

Participant: _____

eDofE ID No: _____

Level: **Bronze**

Description of activity: _____

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

Goals set by participant: _____

_____

## Assessor's comments:

*Please write as much as possible, talking about training, teamwork (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 note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.*

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.*

Bronze

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

DofE | EXPEDITION

In the Expedition section, Assessors must be a DofE Accredited Expedition Assessor.

**My name:**_____ **eDofE ID No:** _____

# Expedition Assessor's Guidance Notes

**Thank you for your time and commitment offering to assess me for the Expedition 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.

For this section of my **Bronze** DofE programme, I have to plan, train for and go on an expedition. For this level, I need to do my expedition over:

**2** **days** and **1** **night**

**As a guardian of the DofE's high standards, your role is to:**

- Ensure that the team goal of the expedition is met.
- Protect the interests of the DofE.
- Ensure that the Expedition Requirements are met.
- Provide, as appropriate, local expedition area information to teams to help them decide how best to meet the Expedition Requirements.
- Be a fair, impartial and positive person who adds to the expedition experience, supports the team and sees a successful outcome.
- Do a final debrief at the end – discussing their experiences, how they developed and reached their goals.

When I have completed my expedition and achieved my team goal, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Expedition section.

## The Expedition section

**Aim:** To inspire young people to develop initiative and a spirit of adventure and discovery, by planning, training for and completing an adventurous journey as part of a team.

## Completion of the section

Young people have met the DofE requirements when they have successfully completed their qualifying expeditionnin line with the Expedition Requirements.

## Your Expedition Assessor's Report

Please take the time to think about what evidence you provide. You can talk about training, team contribution and achievement of their personal 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 **DofE.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 START of your qualifying expedition.**

# ASSESSOR'S REPORT: EXPEDITION

In the Expedition section, Assessors must be a DofE Accredited Expedition Assessor.

## To the participant

**Remove this card, fill in your details where indicated and ask your Supervisor to complete the section at the base of this page before handing it to your Assessor at the start of your qualifying expedition.**

If your Expedition Assessor chooses to complete their report online, it will be sent to your DofE Leader to approve. If the Assessor completes this *Assessor's Report* card, 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 is 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. Remember, you must also complete the training element of your expedition section on eDofE.

## To the Expedition Assessor

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

## DofE.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. Please remember to keep your comments personal, positive and encouraging.

## Expedition training (to be completed by the Expedition Supervisor)

I confirm that the above participant has successfully completed all aspects of the Expedition Training Framework for this DofE level.

Signature of Supervisor: _____

Name of Supervisor: _____ Date: ___/___/___

ASSESSOR'S REPORT: EXPEDITION

Participant: _____

eDofE ID No: _____

Level: **Bronze**

# Qualifying expedition

Team goal: _____

_____

Dates: _____

Area: _____

Expedition Assessor's full name: _____

Email: _____ Phone: _____

Expedition Assessor's ID No: _____

Pre-expedition check completed on (date): ___/___/___

Expedition Assessor's comments: _____

Signature: _____ Date: ___/___/___

*Please note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.*

*Participants should scan or photograph this page and upload to eDofE as evidence.*

DofE EXPEDITION

# Participant's expedition safety card

Fill in these details, remove this card and take it with you on your expedition.

Team name: _____

Team members: _____

_____

DofE group/centre: _____

Licensed Organisation/AAP: _____

## Expedition Supervisor

Name: _____

Address during expedition: _____

_____ Expedition tel: _____ Alternative tel: _____

## Other agreed emergency contacts (provided by the Expedition Supervisor)

| Name | Role | Expedition tel: |
|---|---|---|
| 1: | | |
| 2: | | |
| 3: | | |
| 4: | | |
| 5: | | |
| 6: | | |
| 7: | | |

# Safety and advice

- For all DofE expeditions, the Supervisor must be in the area.
- Do you know how and where to contact your Supervisor in an emergency?
- Have you prepared escape routes and alternative routes in the case of bad weather?
- Do not be afraid to turn back or change to the bad weather route if conditions make it unsafe to proceed. If you have to do this, your duty is to contact your Supervisor as soon as possible.
- Never split your team unless in the case of an accident.
- Weigh your pack. Keep your load to a maximum of a quarter of your body weight.
- Get the latest weather forecast and set out early in the day.
- Agree the expedition emergency procedures with your Supervisor and their team.

The information on this card should be used in conjunction with the training from your Supervisor and DofE Leader.

### Mobile phones

DofE teams must not rely on mobile phones in case of an emergency situation. Participants carrying a mobile phone as a potential support tool need to be trained in their functionality and best use.

### All users of the countryside should follow the Countryside Code:

- Be safe – plan ahead and follow any signs.
- Leave gates and property as you find them.
- Protect plants and animals, and take your litter home.
- Keep dogs under close control.
- Consider other people.

Participants are expected to follow their agreed codes of conduct and behaviour and not to disturb rural communities.

### Access to private land:

Remember: permission must be obtained from the landowner before you camp on private land. For the various rules on access which apply in the UK, please see DofE.org/expedition.

*This is a reference card only and does not constitute full emergency procedures/policy.*

# Accident procedure

**In the event of an accident, keep calm – remember your training.**

1. **Carry out immediate first aid** and make any casualties comfortable while waiting for help. Remember: make the casualty's position easily seen.
2. **Assess situation and agree plan.**
3. **Organise assistance and inform Supervisor.**
   - Follow your training and contact your Supervisor. If emergency assistance is required, dial 999 immediately and ask for police and then mountain rescue (then contact your Supervisor).
   - If needed, two persons to go for help (if possible).
   - Raise alarm at nearest habitation.
4. **Give the International Distress Signal:** six signals at one-minute intervals.
5. **Record key information to tell emergency services.**

Date and time of the accident:

Location: OS Card no. Grid Reference:

Approximate place name or nearest recognisable feature:

Condition of injured person(s):

| Name(s) | **Responsiveness:** alert/verbal/responsive to pain/unresponsive.<br>**Injuries:** bleeding/fractures/burn/medical conditions etc. |
|---|---|
| | |
| | |
| | |
| | |

Bronze

# NOTES

My name:_____ eDofE ID No: _____

NOTES
CONTINUED