

## Assessor/Mentor Guide

<b>Assessors/ Mentors</b>	Assessors are Volunteers who assist young people with their Award. A Participant will need at least one Assessor for each Section of their Award to help guide them through that Section. A Mentor is a volunteer who assists Participants with The Compass Award.
<b>Volunteers</b>	Volunteers are anyone over the age of 18 who assists with the Awards, either in a paid or unpaid capacity. This includes all Award Leaders, Assessors, Mentors and Supervisors.
<b>Participants</b>	Young people registered to participate in The Duke of Ed, Compass and Bridge Awards.

Assessors, Mentors and Volunteers play a crucial role in the success of The Awards. The information below will assist you to understand the basics of the role of an Assessor/Mentor of The Awards. For additional information please visit our website [www.awardsvic.org.au](http://www.awardsvic.org.au)

**Note:** *If you are an immediate family member of a Participant (ie a parent or sibling) in most circumstances, you **should not** be one of their Assessors/Mentors.*

**Participants cannot commence an Award Section activity until the Award Leader/Unit has confirmed the appointment of an appropriately skilled, experienced and/or qualified Assessor for that Section.**

### **What are the Awards?**

- **The Duke of Edinburgh's International Award** is a self-development program open to all young people between the ages of 14 and 24. The Award is non-competitive and encourages young people to set and achieve goals appropriate to their abilities and potential.
- **The Compass Award** is a program of discovery for young people ages 10-14 years old, which fosters positive attitudes towards learning and creates an environment for engagement and interaction with their community.
- **The Bridge Award** is a journey of growth through experience aimed at young people aged 14+ with a disability. They are given the opportunity to achieve their best and develop self-esteem, resilience and connections.

For more information about our Awards, please visit [www.awardsvic.org.au](http://www.awardsvic.org.au)

### **Who is an Award Assessor/Mentor?**

Assessors/Mentors are suitably skilled, experienced and/or qualified Volunteers who assist with, and assess, an activity being undertaken for a Section of a Participant's Award. An Assessor/Mentor can assess more than one Participant, and they may also be qualified to assess across multiple activities and/or Sections. An Assessor/Mentor may be required to meet certification or qualification requirements if their activity is bound by a State/Territory or National accreditation requirement.

### **Is there Award Insurance?**

The Duke of Edinburgh's International Award – Australia has secondary public liability and personal injury insurance for Participants and Volunteers whilst undertaking Award activities. Please visit [www.dukeofed.com.au](http://www.dukeofed.com.au) for more information regarding insurance.

The Compass and Bridge Awards have separate insurance policies from The Duke of Ed, please visit [www.awardsvic.org.au](http://www.awardsvic.org.au) for more information.

## **What are the Roles and Responsibilities of an Assessor/Mentor?**

The Roles and Responsibilities are listed below. If you are willing to act as an Assessor/Mentor you will be asked to agree to these listed on the *Volunteer Code of Conduct Form*.

1. If the Participant is under 18 years of age, as per the child protection legislation requirements in Victoria, you must have a Working with Children Check. Please also update your WWC Check and list Awards Victoria Ltd as an additional Organisation. We suggest you also list the Award Unit of the Participant.
2. Be suitably experienced and/or qualified in the activity in which you are assessing.
3. Agree to the Volunteer Code of Conduct before undertaking any assessment.
4. Be approved by the Participant's Award Leader and therefore the Award Unit prior to the Participant commencing the activity with you as their Assessor.
5. Understand the relevant Award 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 Award.
11. Undertake your role as an Assessor/Mentor in a safe working 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 comply 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 Roles and Responsibilities can also be viewed at [www.awardsvic.org.au](http://www.awardsvic.org.au)*

## **How can I meet the Victorian Child Protection requirements?**

All Assessors/Mentors working with participants under the age of 18 must have met the appropriate requirements for Child Protection *before* undertaking Award activities.

- Refer to the Victorian Child Safe Standards. For more information please visit: <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards-resources>
- Obtain a Volunteer (at no cost) Working with Children Check (WWCC), please visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).  
Teachers registered with the Victorian Institute of Teaching already meet the WWCC requirements.

## **What is the next step?**

Please read the Volunteer Code of Conduct on the following pages and complete the *Volunteer Details and Agreements* (Page 4). This form must be completed and returned to the Award Leader **prior** to the Participant undertaking any Award related activities with you.

## **How do I complete my Assessor's/Mentor's Report?**

The Participant will provide you with a Section summary to enable you to complete your Assessor's/Mentor's Report after they have met the time requirements for their Section.

*Many thanks in anticipation of your assistance.  
Awards Victoria*



## Volunteer Code of Conduct

For the purposes of The Duke of Edinburgh's International Award in Victoria ('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 at all times with the requirements of The Duke of Ed Handbook (available at [www.dukeofed.com.au/Handbook](http://www.dukeofed.com.au/Handbook)) and with all applicable laws relevant to fulfilling my obligations to The Duke of Ed.
2. Meet all applicable Child Protection Legislation requirements in Victoria and hold a current WWCC
3. Undertake training and meet accreditation requirements, as appropriate.
4. Respect the privacy of persons served by The Duke of Ed and hold, in confidence, sensitive, private and personal information collected in accordance with Section 8 ("Risk Management") of the Handbook.
5. Immediately advise the Award Unit of any matter of which I am involved or aware of that has or could lead to criminal conviction. I will also report any incidents where I believe any person has acted in a way which may be detrimental to the good name and spirit of The Duke of Ed.
6. Represent The Duke of Ed with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
7. Take reasonable care for my own health and safety and that of any other person who may be affected, including people I am supervising or who are considered to be in my care.
8. Follow through and complete agreed tasks and commitments.
9. Maintain a safe environment by not harming youth or adults in any way, whether through discrimination, sexual harassment, physical force, verbal or mental abuse or neglect.
10. Work co-operatively as a team member with employees of The Duke of Ed and other Volunteers.
11. Only assess activities for The Duke of Ed, for which I am suitably qualified and/or experienced.
12. 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.
13. 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.
14. Immediately stop the use of all Duke of Ed materials once my involvement with The Duke of Ed ends.
15. 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.
16. Ensure that any documents, collateral, website pages or other items that utilise the international logo meet all requirements of the International Award Foundation Brand and Style Guide lines (available from the National Award Authority).
17. 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.

\*Award Leader is the internationally recognised name for Award Coordinator

Please return this completed page to the participant's Award Unit (i.e. school or community group)

^ 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.

<b>Participant Name</b>			
<b>Participants Award Unit</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 agreement

To be completed and returned to the Award Leader **prior** to undertaking any Duke of Ed activities with a Duke of Ed participant.

<b>Assessors Details</b>	
<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 Assessor 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 undertake to assess/supervise for The Duke of Ed only in areas where I am suitably skilled/ experienced or qualified <input type="checkbox"/> I am over 18 years of age <input type="checkbox"/> I have read, understood and agree to comply with the Assessor Roles and Responsibilities as outlined above <input type="checkbox"/> I have updated my details with Department of Justice in relation to my WWC Check and listed Awards Victoria Ltd / Award Unit as an organisation I volunteer with.	
Please provide your	
<b>WWCC No:</b>	<b>Date of Birth:</b>
<b>Signature</b>	<b>Date</b>



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THE COMPASS AWARD  
PROGRAM OF DISCOVERY



THE BRIDGE AWARD  
GROWTH THROUGH EXPERIENCE

