

Dear Assessor,

As an Award Assessor, you play a crucial role in the success of The Duke of Edinburgh's International Award. Your role is to engage with participants of the Award and offer guidance, mentoring and encouragement as they undertake the Award Section that you are assessing.

About the Duke of Edinburgh's Hillary Award

The Duke of Edinburgh's Hillary Award (the Award) is an individual challenge that encourages young people between the ages of 14 and 25 years, to become involved in a balanced, non-competitive programme of voluntary activities, which assists personal discovery and growth. There are three levels of the Award (Bronze, Silver and Gold) and there are four Sections that must be completed.

- 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. The Participant should clarify with you how frequently they will do the activity and over what time period.

Responsibility of the Assessor

- be over the age of 18 and not a family member or peer.
- have relevant experience, qualifications and/or be suitably skilled in the activity chosen by the participant.
- understand the requirements for the Section they are assessing.
- must be familiar with the participant's needs and abilities so realistic goals are set.
- provide ongoing support and guidance as a mentor/instructor - please note you do not need to be with the participant for every session, however you need to monitor their progress and provide feedback along the way (usually this would be every 2-4 weeks).
- write a report on the completion of that activity and sign off the participant's records to verify that the participant has achieved the requirements for that Section of the Award.

To sign off a participant's activity they should either send you an email link which will show you a list of hours they have recorded in the activity (and will have space for you to write a comment and record your relevant skills/qualifications) or they should bring you a hard copy of the activity log for you to sign.

We appreciate your support in assisting the participant to complete their Award. Please contact us anytime with any questions you may have, we're here to help!

Ngā mihi nui

The Duke of Edinburgh's Hillary Award Team