

**The Duke of Edinburgh's
International Award Barbados**
Sheraton Mall
Sargeant's Village
Christ Church

T (246) 436-8754
F (246) 436-1630
office@theawardbarbados.com
www.theawardbarbados.com



GUIDANCE FOR AWARD ASSESSORS

The contents of this document are applicable to all Award Assessors, whether they operate as Activity Coaches, mentors, or instructors. Applicable to the Skill, Physical Recreation and Voluntary Service Sections ONLY.

ASSESSOR ROLES AND RESPONSIBILITIES

An assessor must

1. Be over the age of 18 and, in most circumstances, not an immediate family member.
2. Be suitably experienced and/or qualified in the activity in which you are assessing.
3. Abide by all relevant Child Protection legislation in Barbados.
4. Agree to the Volunteer Code of Conduct (available at www.theawardbarbados.com).
5. Be approved by the Award Leader and therefore the Award Unit prior to the Participant commencing their activity with you as the assessor.
6. Understand the relevant Award requirements for the Section you are assessing.
7. Assist the Participant to identify and set achievable goals for the Section you are assessing and to develop a program to reach their goals within the Section's timeframe.
8. Help the Participant to stay focused on the goals that they have set.
9. Ensure the Participant undertakes the Section activity substantially in their own time.
10. Encourage and recognise improvements in the Participant and record positive comments about the Participant's progress.
11. Write a report at the completion of the Section activity, and sign off the Participant's records to verify that they have met the requirements of the Award for that Section activity.
12. Undertake your role as an Assessor in a safe working environment. This includes:
 - a. taking reasonable care for your own health and safety;
 - b. that your conduct does not adversely affect the health and safety of others;
 - c. that you comply with any reasonable instructions relating to health and safety; and
 - d. 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

Barbados Registered Charity #3

Founder HRH The Duke of Edinburgh KG KT

Patron HE The Most Honourable Dame Sandra Mason FB GCMG DA SC LLD

Chairman of Trustees Sir Trevor Carmichael KA LVO KC

Chairman of Council Mr. Stephen Smith

ASSESSOR FAQs

1. Do I need to be with the Participant each time they engage in their activity?

The frequency of the contact and monitoring between the Participant and the Assessor will depend on the activity and the age/level of independence of the Participant. As a guide every 2-4 weeks may be appropriate.

2. How do I assess Participants Activities?

- a. The Participant records their activities in their Online Record Book (ORB).
- b. Upon completion of the minimum time required, the Participant will have opportunity to request your assessment.
- c. You will receive an assessment request link by email. This link will include a summary of their record and fields for you to complete your report findings for submission to their ORB.
- d. Alternatively, the participant may print off a summary and present this to you for completion. The Participant will then scan and upload this Summary/Report to their ORB.

3. What do I do if a Participant has not met the requirements for their Section e.g. they have not engaged in the activity over the required number of months or shown commitment and improvement, or achieved their goal?

There is no such thing as failure in the Award. If a Participant has not met the requirements of a Section, the Assessor should discuss their concerns with the Participant. The Participant should then be encouraged to finish the requirements of that Section.

4. Do I need to be approved by the Participant's Award Leader before being able to assess their activity?

Yes, all Assessors should be approved by the Participant's Award Leader before you start any Award activities with them.

For more info please contact your Participant's Award Leader or the National Award Office

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