

Assessor Guide

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Tips for Young People looking for an assessor and for assessors:

We are delighted that you have found your way to our Distance Learning Hub. The Distance Learning Hub can be used for free in a variety of ways by everyone. Below you can find out more about the Hub, how to use it as a participant/DofE Leader or Assessor/teacher. If you still have questions after reading through the guide, please feel free to contact us.

What is DLH?

The Distance Learning Hub is an online learning platform with over 41 modules that are tailored to use for The Duke of Edinburgh’s Award. The modules are sorted by the 4 sections – skill, physical, volunteering, expedition – that are required for the full DofE Award.

Nevertheless, the modules can also be used by everyone for your own personal and professional development.

Once you have signed up for the Hub for free using this form, you will receive an email with your login details. You can then access all modules and have a look through them. In your dashboard you can see your current enrolments and progress, saved modules and other interesting modules you might like.

The modules are a set of 12, 24 or 48 weeks that can be counted towards your DofE Bronze, Silver and Gold Award section respectively. You can get an overview of each module through the mind map and taster video in each module. We are working on making our Hub accessible to all.

This means adding audio, video and British Sign Language to our modules. If a module contains one of the following it will be marked with the following symbol in the module overview.

The content of each module is in PDF format, so you can learn anywhere at any time – from your computer, phone, printed... at home or on the go!

Explanation on DofE and the sections

If you are curious about The Duke of Edinburgh's Award, you can find out more about how it works on the DofE website. You can learn more about the sections here. Our Hub is based on the same principle.

If you are looking for an assessor

If you are looking for an assessor to support you along your DofE journey, you can get in touch with us. Your initial enquiry goes to our admin team and is then forwarded to our assessors, who will be in touch with you directly via email. From there you can closely work together with your assessor.

The cost of an assessor per module is currently £30 or £70 if you are doing all three modules (physical, skill and volunteering) and our finance team will be in touch to handle payment.

Check evidence (hours + assessment + date of completion)

If you are a DofE Assessor, you will need to make sure that the Young Person has fulfilled the required hours, assessments and final report. The best way to be most supportive for them along their learning, is by asking them to send you weekly evidence. You can keep better track of their evidence as well.

However, if they have not been in touch throughout their journey or only contact you after they have completed a section, you will need to ask them to provide evidence. The form of evidence can vary from each module undertaken. But they need to do at least 1 hour every week for weeks required depending on the Award they're completing. The easiest way for both, you and the Young Person, is to check the evidence in a logbook they are asked to fill in every week.

Once you have gathered the evidence and approved their hours, you will need to check their final assessment. This also depends on the nature of the module they have undertaken. It can be in the form of a written report, a collection of photographs or a drawing. Lastly, ask them to confirm the date of completion.

Send feedback form

A requirement for receiving their assessor's report is to fill in a feedback form about their course. This can be accessed through the following link. The form will not take longer than 1-2 minutes. With their feedback, we can continuously improve the quality of our courses and make it accessible to everyone.

Receive response of feedback form

Ask them to confirm they have filled in the brief feedback form.

Submit Approval of section + provide assessor report

Now it is time to submit the approval of their completed section and provide the assessor report to the best of your abilities. A template should be provided by your associated DofE organisation.

Online mentoring

As mentioned earlier, it can be a helpful way to support a Young Person through email communication. With this any questions, difficulties or doubts the Young Person might be experiencing, can be addressed and supported.

Support alongside end of section assessment

You can also offer support for the end of section assessment. This does not need to be in form of knowledge of content, but on brainstorming together and offering some ideas what the Young Person could compose.