

Appendix 2 – Glossary of roles and DofE terminology (Replaces all previous glossaries)

Assessor – ALL sections – no change

An adult who checks on a young person's progress and agrees the completion of a section of their programme. They will sign a participant's *Record Book* to confirm this.

In the Expedition section, qualifying expeditions must be assessed by a competent adult who is approved by the Operating Authority and accredited by The Duke of Edinburgh's Award Charity.

DofE centre (used to be Award Unit)

A location where the DofE is run for example a school, youth centre, project or club. There may be one or more groups at a centre.

DofE Co-ordinator (used to be Award Unit Leader)

The person who sets up and manages the DofE in a centre. They support the Leaders and oversee the groups.

DofE Group (no change)

A group of young people who are working together on their DofE programme with one DofE leader.

DofE Leader (no change)

The adult responsible for a DofE group. They lead, guide and encourage young people, agree their programme choices and sign off *Record Books*.

DofE Manager (used to be Award Officer)

The person in an Operating Authority who is responsible for the day to day delivery of the DofE. There will often be other assistants and staff involved.

Operating Authority (OA) (no change)

The Operating Authority holds the licence to manage the delivery of DofE programmes and authorise Awards, for example, a local authority, voluntary organisation or independent school.

Participant

Any young person doing a DofE programme.

Supervisor (no change)

A person with a good understanding of a participant's chosen activities. They will help set goals and regularly meet with the young person to check on their progress, address any potential issues and adjust goals.

A supervisor is essential for the Expedition Section as they are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are doing their expedition.

Volunteer/helper (no change)

Any adult who helps a DofE leader run a group. They may give general support, i.e. administration, help run one section or give specific training.