



Prince's Trust

Conducting Awards Assessments on behalf of The Prince's Trust

Before an Assessor's First Assessment, the following must be done:

- Satisfactory Enhanced CRB Disclosure obtained
- Received training from The Prince's Trust
- Received and read Awards Toolkit
- Read guidelines for the Completion of Participant Profile Application Form
- Have full understanding of Prince's Trust policies
- Know about The Prince's Trust programmes

Before conducting an Assessment

- Take a copy of the Awards Toolkit to refer to if necessary
- Take Assessment paperwork for the young people to complete
- Know how funding decisions are made and when the next Panel will be
- Ensure that the environment will be suitable to hold an assessment in
- Be aware of the safety issues when meeting young people (see Health and Safety Policy for more detail).
- Ask if the young person would like someone else present

Conducting an Assessment Meeting

Assessors should explain the following at the start of the meeting to ensure that young people understand the process and that the correct information is collected:

- Duration of Assessment Meeting (normally 30 – 45 minutes)
- What sort of questions will be asked and why
- What the next stages will be following the Assessment
- How they are protected by the Data Protection Policy & the Child Protection Policy

Young People's Needs

Assessors should be aware that young people might be nervous or unsure about the meeting. There are a number of ways that Assessors can minimise this:

- Meet in a public place – somewhere the young person will feel comfortable
- Introduce themselves and where possible show them a form of ID
- Set the scene for a relaxed meeting, be friendly, non-judgemental and open
- Explain their role as an Assessor
- Explain what will happen before the assessment