Welcome

October 2021

The Duke of Edinburgh's Award

1. Activating your account

The App

- Download the App by going to the Google Play Store or Apple App Store and searching 'The Duke of Edinburgh's Award'.
- 2. Select 'Get Started'
- 3. Enter your username and password
- 4. Tick 'keep me signed in' if you want the App to remember your details
- If your login details are correct when you click sign in you will see a Welcome message
- 6. Follow the instructions and fill out your basic information





DofE The Duke Of Edinburghs Award





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~	keep me signed in	
	SIGN IN	
	Forgotten your password?	
	About	



Usernames and Passwords

- Participants will need their Username & Password this will have been sent to the email given to enrol you the day you
 were enrolled.
- Usernames are always full names with no gaps but may have numbers after them and the first password is always a full date of birth with no gaps or slashes e.g 09/09/20 would be entered 09092020.
- If a participant cannot find the welcome email or has forgotten their username they can ask their DofE leader or email Southeast@dofe.org
- You will need to change your password when you first login. Please record your username and password. Forgotten passwords please use the forgot password reset function

Any problems with logging into eDofE please contact the eDofE support team on <u>eDofE@DofE.org</u> or call 01753 727 426 (Monday - Friday 9.00 a.m. to 5.00 p.m.)

Welcome Pack

Once you activate your eDofE account and register your address on your profile the DofE sends Welcome Packs directly to new participants' homes.

The Welcome Packs include five main elements:

- Information for participants
- Information for parents and carers
- Participant's DofE Card
- Assessors' cards
- A guide to choosing expedition kit.

You can <u>download digital copies</u> of the contents of the packs on dofe.org.



Need Help



eDofE training video



eDofE training video

eDofE – How to Log on

eDofE – How to use the DofE App

https://www.youtube.com/c/theDofEUK/videos

2. Adding information to eDofE

Timescales

Programme planners

Assessor reports

Evidence

Setting Timescales





The Volunteering, Physical and Skill section need to be completed for set timescales. 1 for 6 months and 2 for 3 months.

These need to be completed before you add any details to each section.

They can be changed later if you change your mind by clicking on the timescales again.

eDofE - Completing programme planners

You need to complete a programme planner before you start each section.

Make sure you have the information to hand before you put on the planner. All fields marked with an asterisk are mandatory *

- Start date
- Type/category of activity (drop down)
- Detailed activity chosen (drop down)
- Where are you going to do it?
- ✤ Assessors name (full name)
- Assessors position

Then select your leader and submit for approval.

The section status icon 'Programme submitted' will be highlighted to show the current state of your section.

Volunteering section

allon	* Start date 26/01/2021	1
	Earliest completion date: ADD TO MY CALENDAR	
	* Type/category of activity	
ĎĚ	Working with the environment or animals	;
<u>*</u>	* Detailed activity chosen	
De	Activity Details Litter Picking	
	* Where are you going to do it?	
â	In the local area	
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Programme planner on the App

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Assessors – The Who

An Assessor can be anyone who is interested in helping you to complete your section and achieve your Award, has some knowledge about it (although they don't need to be an expert!) and is available over the time you're doing your activity.

They cannot be a family member (to maintain the integrity and value of your Award), but they could be:

- A family friend
- Your DofE Leader
- Another DofE volunteer or helper who helps with your group (your DofE Leader can help put you in touch)
- A teacher from your school
- Another youth leader, if you belong to a youth club, Scouts, Cadets etc.

Must be over 18

Evidence - Assessor's Reports

Once the timescales for each section have been completed, a written Assessor's report needs to be obtained.

The Assessor is the person named on the programme planner for the section. If this person has changed amend their details on your planner.

A section cannot be completed without this written report!

There are two ways to submit Assessor's Reports.

- The assessor can complete the sectional Assessor's Report Card, found in a participant's Welcome Pack.
- 2. Alternatively, an assessor can complete a report online via DofE.org/assessor.
- To submit a report online the assessor needs:
 - The participant's eDofE ID number
 - The participant's Award level
 - The section they are assessing them for

Assessor Reports – Assessor portal/Welcome Pack



All you need is the participant's eDofE ID number, their Award level (Bronze, Silver or Gold) and the section you are assessing them for (Volunteering, Physical, Skill, Expedition or Residential). Please ask the young person you have been supporting for these details. The young person must have entered their section details in eDofE before you can submit your report.

Your comments automatically go to the participant's DofE Leader for approval before being added to the participant's account. We ask for your email address and phone number to enable their DofE Leader to contact you should they wish to discuss your assessment with you and so we can send you a copy of the report you submit.

Thank you for supporting young people with their activities. Please read our Privacy Statement for information on how your personal information is secured.

Note: If you have a problem with the CAPTCHA code, please use a different device/network/browser and this should solve the issue. If not, please contact edofe@DofE.org.

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Assessor's Report

to include in your Assessor's Report

- Download a checklist of the information an Award Verifier will look for when reading your report. Please try to include as much of this information as possible in your report.
- Please describe the achievements of the participant as they undertook this section. Say how they met their goals, what skill they have developed and mention any memorable things that they accomplished.
- Please include the start and end dates between which the young person undertook their activity.
- Expedition Assessors: Please include your assessor accreditation number and (if applicable) the team's expedition notification number in your report.
- Download a summary of what to include in your report, and some example reports here

KASSESSOR'S REPORT	Participant: eDofE ID No: Lovel: Bronze
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oals set by participant:	ipietea:// (months)
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Please write as much as possible, talking about training, seamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and form part of their permanent record of their DollE programme. Please note: the information you have provided in this report will be scanned and stored by the DollE as part of its record of the participant's achievement. The DollE will nor share your personal data with third parties.

What progress did they make towards their goals?

What did they achieve, what skills did they learn?

How frequently did they take part in this activity?

Any other comments?

Signature: _

Adding other evidence

07/12/2020

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You have the option to add text, photo or file evidence e.g

Keep a diary

Add photos

Upload certificates

When you've added your evidence, you'll have the option to rename, delete or download it, select it as an Assessor's Report and unsubmit/submit it:

Other evidence on the App





Compulsory evidence Written assessor report Optional evidence Photos, text, files etc

Changing Activities

Change Activity

If your programme planner has been approved by your DofE Leader and you want to change your activity, you have the option to 'Change activity'

- Select your section > Click the 'Change activity' button
- Add your new activity details and submit the change for approval your section status will then be updated to 'Pending Change':

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Revert to Draft

If you need to edit your programme planner or you have already used 'change activity' select 'Revert to draft'

- Select your section > Click the 'Revert to draft' button
- 2. Edit your programme planner and either save it as draft or submit it for approval

3. Choosing Activites

Volunteering Physical Skill Guidance DofEWithADifference & CoA



Volunteering

Volunteering's all about taking action and making a difference to other people's lives.

- Helping people
- Community action and raising awareness
- Working with the environment and animals
- Helping a charity or community organisation
- Coaching, teaching and leadership

Young people must not be replacing paid labour i.e. they cannot volunteer for commercial organisations.



Physical

The Physical section is a chance for young people to focus on their health and fitness – and have fun along the way.



- Individual sports
- Water sports
- Dance
- Racquet Sports
- Fitness
- Extreme Sports
- Martial Arts
- Team Sports

Doing more physical activity can help support academic studies and mental health.



Develop a talent or a new interest. Gain practical skills or life skills.

- Performance Arts
- Science and Technology
- Care of Animals
- Music
- Natural World
- Games and Recreation *
- Life Skills

* Activities in the physical section cannot be used in the skills section unless learning to lead or officiate

- Learning and Collecting
- Media/comms
- Creative Arts



Bronze Award – timescales, when and how

There's **loads of activities** to choose from — most activities can count towards a DofE programme. Take a look at our website for ideas: <u>https://www.dofe.org/do/ideas/</u>

- Activities could be something that young people are already doing or something completely new and there
 are lots of possibilities that can be done from home or under social distancing.
- Weekend, lunch and after school clubs and activities will count.
- Minimum one hour a week per section. Sections do not need to completed at the same time...
- A chosen Assessor will need to write a short statement when they've finished each section. This could be a family friend, neighbour, coach or teacher (not a relative).



DofE Certificate of Achievement

During and in the aftermath of the COVID-19 outbreak, participants who complete their Skills, Volunteering and Physical sections will receive a special DofE Certificate of Achievement.

This is a formal recognition, by the DofE, of the effort, skill and commitment young people have shown at this extraordinary time.

And participants can still do their expedition and achieve their full Award.



DofEWithADifference

https://www.dofe.org/dofewithadifference

Parental Role

Reminder

- Keep them on track with their activities, particularly those which are being done from home.
- Assessor reports
- Provide guidance and support on activities, Assessor choices.

Encouragement

• It can be challenging to keep the motivation going, especially over some of the longer timeframes.

Expedition – Each Organisation/School is different!

• You may be required to drop off/collect from expeditions... and also wash the kit when it comes home!

Recognise their achievements

• We hope all organisations will recognise the amazing achievement, and it is just as important to receive that recognition from family members.



Any Questions?

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