

Completing your Duke of Edinburgh Award

An eDofE Guide

You will have committed a great deal of time and energy to your Duke of Edinburgh Award, the following document outlines the steps required in order to complete it.

1. Log onto your edofe account

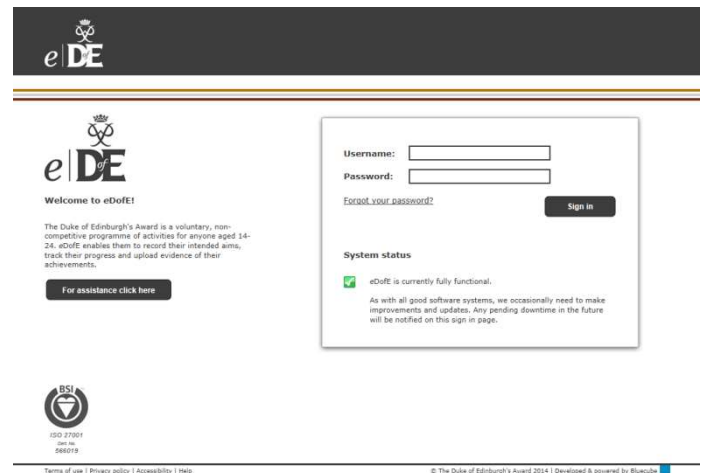
www.edoe.org

a) User: JOEBLOGGS

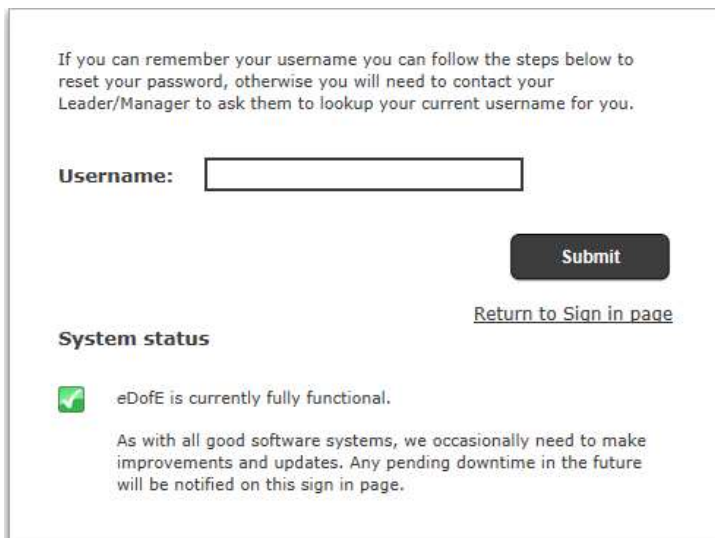
Usually the participants' name capitals, some will have a number following i.e. JOEBLOGGS27.

b) Password: 01122000

For those accessing their account for the first time the password will be their date of birth in the format above (DDMMYYYY).



The screenshot shows the eDofE login interface. At the top is the eDofE logo. Below it, there's a 'Welcome to eDofE!' message. To the right, there's a login form with fields for 'Username:' and 'Password:', a 'Forgot your password?' link, and a 'Sign in' button. Below the login form, there's a 'System status' section with a green checkmark and the text 'eDofE is currently fully functional.' At the bottom, there's a BSI logo and some small text about ISO 27001 and terms of use.




The screenshot shows the eDofE password reset page. It starts with a message: 'If you can remember your username you can follow the steps below to reset your password, otherwise you will need to contact your Leader/Manager to ask them to lookup your current username for you.' Below this, there's a 'Username:' label and a text input field. To the right of the input field is a 'Submit' button. Below the input field, there's a 'Return to Sign in page' link. At the bottom, there's a 'System status' section with a green checkmark and the text 'eDofE is currently fully functional.' Below this, there's a message: 'As with all good software systems, we occasionally need to make improvements and updates. Any pending downtime in the future will be notified on this sign in page.'

c) If you have previously accessed your account and changed your password but cannot remember it select 'forgot your password'. Enter your username and submit.

An email will be sent to the address you recorded when signing up for the award detailing your new password.

- Once you have logged you will need to enter your personal details and set the timescales for your award level.

Welcome back to eDofE!



"I hope that in doing your DofE you will discover fresh interests, make new friends and find satisfaction in giving service to others"

"There are many worthwhile activities from which you can make a choice and I hope that those which you decide to do will give you pleasure and increase your knowledge of the world and yourself."

HRH The Prince Philip, The Duke of Edinburgh KG KT

Welcome to eDofE

Thank you for signing on to eDofE. We would like to check the basic information we hold about you is current. Can you please take a moment to ensure your name; address, emergency contact details and very importantly your email address are accurate and up-to-date. Once your details are correct please confirm them. The information provided by answering the mandatory questions on ethnicity, disability and personal circumstances are used for statistical purposes to help the charity monitor our work with young people. It helps us to ensure that the programme is available to young people from all backgrounds and attract further resources to support our work in these areas. The questions are simple tick boxes and there is always a 'prefer not to say' option.

The DofE team

[>Continue to basic information](#)

- Personal Details – you are also given the opportunity to change your password

My basic information

Before you get started we need to ask you a few questions to get your eDofE account up and running - this should only take a couple of minutes

* = required field

[Sign out without saving](#)

Contact details

Address

Type in your house number/name and postcode and click on 'Find my address' to find and select your address, which will automatically fill in the required fields.

* House no/name:

* Postcode:

[Find my address](#)

* Street name:

Address line 2:

Address line 3:

* Town:

County:

* Country:

* Email:

* Confirm email:

Contact number:

Emergency contact

Please let us know someone we can contact in an emergency.

* First name:

* Last name:

* Relationship to you:

* Contact number:

(If you are under 18 this must be someone who is responsible for you - usually one of your parents.)

Account details

Security question

Your security question is used if you ever forget your password. Please select one and give an answer.

* Security question:

* Security answer:

Password

Please make sure you keep your password safe and only you know it. It must be at least six characters. Try to make it as strong as possible by using a combination of upper and lower case letters, and numbers, whilst being memorable. Passwords are case-sensitive, so check your CAPS lock.

* New password:

* Confirm password:

A a 1 6+
Uppercase Lowercase Number 6 or more characters

Communication Preference



Keeping in touch

DofE e-newsletters are essential parts of our core DofE programme, containing vital updates and useful programme information, so all participants will receive these.

From time to time we may also have promotional offers, prize draws and privilege discounts from our partners to tell you about. If you would rather NOT receive these, please tick the box : ☐

Please note that we NEVER pass on your details to others to market directly to you. Your information will only be used by DofE, your Licenced Organisation and Centre.

For your information, when you register for an *Achievement Pack*, your information goes to DG3 who send you back your pack. Your details will absolutely not be retained by DG3 thereafter.

Keep up to date with the DofE on   [and](#) [\(opens in a new window\)](#)

Activate your account

You can add or edit your information at any time in eDofE by clicking on 'View/edit my profile' next to your picture.

[Terms of use](#) | [Privacy policy](#)

☐ I have read and agree to the above terms of use and privacy policy

[Save & enter eDofE](#)

- b) Timescales – here you must select the timescales appropriate to the level of the award you are completing.

My Bronze DofE

This page gives you an overview of your programme

Overall timescales (hide)

Here you need to choose your timescales for your Volunteering, Physical and Skills sections. Select them from the drop down boxes below. Don't worry if you're not 100% sure at the moment - you can always change them later.

* Volunteering: (Please select) ?

* Physical: (Please select)

* Skills: (Please select)

Earliest completion date: 30/10/2014 ?

Save & update account

Use the drop down menus to select. Remember one of the sections must be completed for a longer period than the others.

My Bronze DofE

This page gives you an overview of your programme

Overall timescales (hide)

Here you need to choose your timescales for your Volunteering, Physical and Skills sections. Select them from the drop down boxes below. Don't worry if you're not 100% sure at the moment - you can always change them later.

* Volunteering: (Please select) ?
3 Months
6 Months

* Physical: (Please select)

* Skills: (Please select)

Earliest completion date: 30/10/2014 ?

Save & update account

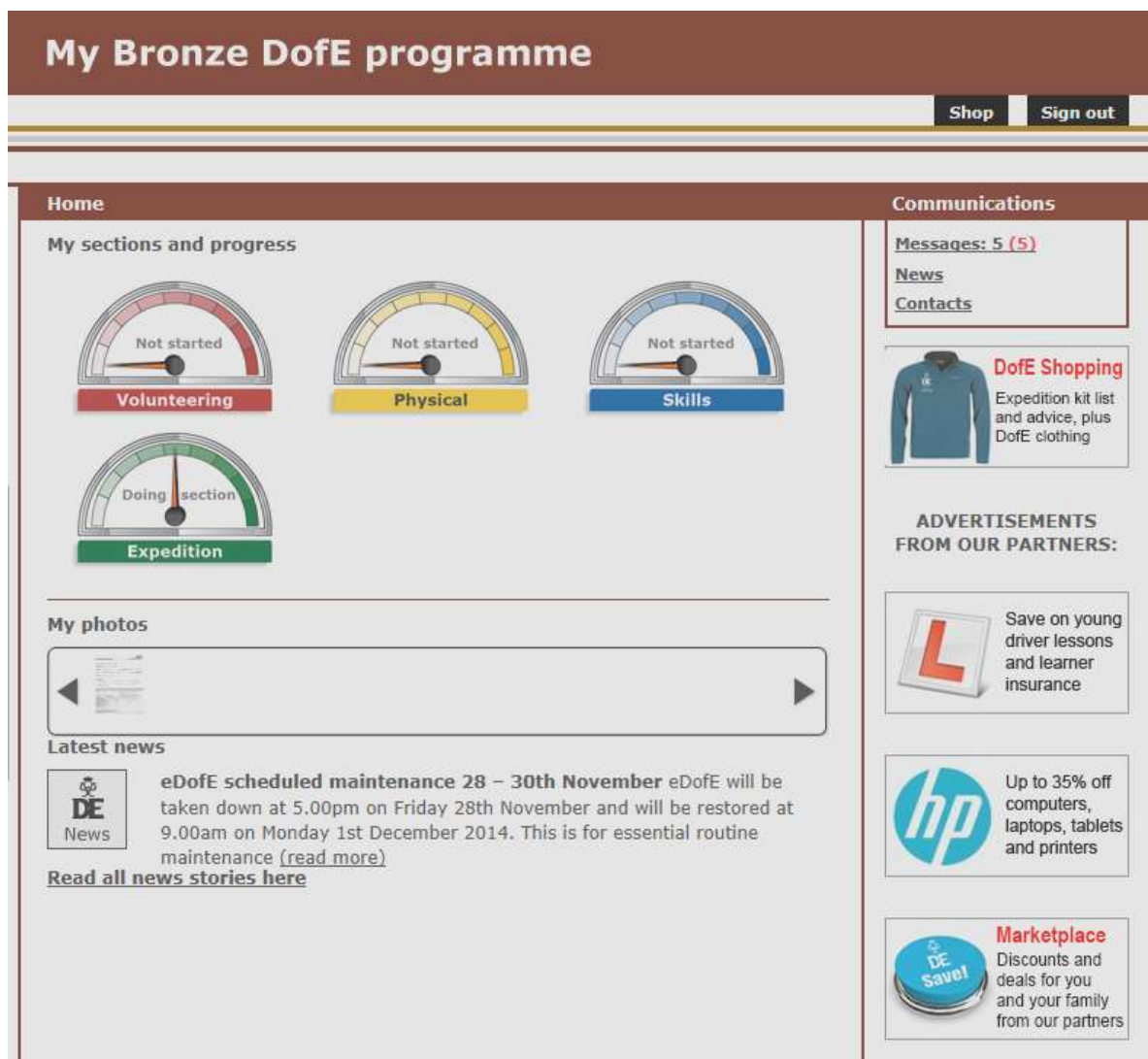
3. Now you have set up your Award you are able to start completing each section. The following must be submitted in order to complete a section:

- a) Programme Planner with section goals and details
- b) Assessor Report confirming your attendance and progress

Once they have been approved by the DofE Leader the entire section can be submitted for approval.


a) Programme Planner

Select the appropriate section.



Fill out the programme planner detailing your activity, goals and who will assess you.

My Physical section

Status:	Not Started	
Timescale:	6 Months	
* Start date:	<input type="text"/>	
Earliest completion date:	30/04/2015	
* Type/category of activity:	<input type="text" value="Please select"/>	
* Detailed activity chosen:	<input type="text"/> ?	
* Where are you going to do it?	<input style="height: 40px;" type="text"/> ?	
	0/140 characters used	
* What are your goals? What do you want to achieve?	<input style="height: 40px;" type="text"/> ?	
	0/140 characters used	
* Who is going to assess you (Name)?	<input type="text"/> ?	
* What position do they hold?	<input type="text"/> ?	
Assessor's email:	<input type="text"/> ?	
Assessor's telephone no:	<input type="text"/> ?	
* Select your preferred Leader to submit the section details to:	<input type="text" value="Please select"/>	

Have you checked your spelling?
Remember, the text you put in these boxes will appear in your Achievement Pack!

You can save this info and edit it later if you're not ready to submit it.

Submit details for approval


Save as draft

Once this has been approved and your activity is appropriate for the section you are able to start adding evidence.


Add evidence

What evidence would you like to add?


Click on the icon to upload single or multiple files to your evidence folder:




Images



Video



Text



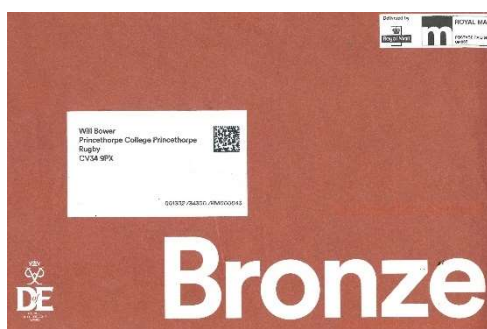
Other

Whilst you don't have to upload loads of photos and other evidence to achieve your Award (your Assessor's report is what really matters), a good variety will help you to put together a fantastic Achievement Pack – something for you to keep forever as a record of your incredible DofE journey.

If you choose to create your Achievement Pack, you will need at least 8 photos (1 portrait and 7 landscape) for your Physical section. You can use library images if necessary but your own are obviously more personal and relevant.


The evidence provides a record of your achievement and could include:

- Photos of you participating in the activity
- A weekly attendance record sheet
- Any certificates, badges or medals earned
- A log of your progress towards your goals



Bronze

Detach and hand this to your Assessor at the **START** of your DofE activity.



VOLUNTEERING

My name: _____ eDofE ID No: _____

Assessor's Guidance Notes

Thank you for your time and commitment offering to assess me for the Volunteering section of my DofE programme.

I hope that you will enjoy your involvement, helping me through the section and to get the most from my activities and complete this section.

For this section of my **Bronze** DofE programme, I have to give practical voluntary service to individuals, the environment or my community over a set period of time. I need to spend the following length of time regularly doing my volunteering activity, averaging at least one hour a week:

months

Can you please:

- Understand what I want to get out of it and help me set my goals.
- Help me with advice, training and supervision as needed.
- Support and encourage me while I'm volunteering.
- Be available throughout my volunteering time and monitor my progress.
- Do a final assessment at the end – discussing my experiences, how I developed and how I reached my goals.

When I have completed the time requirements and achieved my goals, please can you register your comments on my progress by the suggested methods overleaf. This will be my evidence of completing my Volunteering section.

Assessor's Guidance Notes – VOLUNTEERING

- b) The **Assessor Report** is a **mandatory** piece of evidence you must include in order to complete a section. It is a summary of your commitment and progress towards your goals.
- i) Option 1 - The report cards can be found in the Welcome Pack posted directly to you by the DofE. They should be filled out as follows:



1. Your name and ID number

2. Start and end dates match online programme planner and meet minimum timescale

3. Your assessor should complete these sections

4. This is the crucial part. Did you meet the 1 hour per week 3/6/12/18 month commitment? E.g. 'Alex well exceeded the 1 hour per week, 3 month timescale'.

5. Date of signature cannot be before completion date above

6. Signature, name and contact details match programme

DE | ASSESSOR'S REPORT VOLUNTEERING

Participant: _____
eDofE ID No: _____
Level: **Bronze**

Description of activity: _____

Date started: ____/____/____ Completed: ____/____/____ (____ months)

Goals set by participant: _____

Assessor's comments:
Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. Please note: the information you have provided in this report will be scanned and stored by the DofE as part of its record of the participant's achievement. The DofE will not 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: _____ Date: ____/____/____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

- ii) Option 2 – Assessors can complete the report electronically via the following link:

<https://edofe.org/Assessor>

The assessor will need to know your **edofe number**, award level and the section they are assessing. On submission the report is automatically sent to your DofE Leader for approval and the assessor receives a copy as confirmation.

Your edofe number can be found on your online account and is written on your zip lock folder.

The information on the assessor report must match your programme planner.

4. Expedition Section

This section on edofe will be completed for you by Princethorpe Staff. They might even submit a photo of your team! You are of course welcome to add additional evidence.

5. GAP Form

There is one final task for those completing their Gold Award. The Gold Award Presentation Form is where you confirm your details for the trip to St James's Palace. It can be found on the left hand menu of your edofe account home screen.

If you have completed all of the steps listed above, you can submit your award for approval. Keep an eye on your edofe messages in case any evidence has been queried. If everything meets the criteria you will be awarded your badge and certificate. Following this you can look out for information on signing up for the next level of the award!

I do hope that you have found this document useful. Thank you for taking the time to read it. Please check out the **FAQs sheet attached** below if you are unsure regarding the next steps.

Wishing you good luck with completing your award!

Will Bower
Head of Outdoor Education
DofE Manager



Frequently Asked Questions

Q: *What is my edofe username and password?*

A: These were given to you on a card or sticker as part of your enrolment pack. Princethorpe Staff are able to look up your username. However, if you have logged into your account and changed the password but forgotten it you must follow the login-screen instructions to reset. Princethorpe and DofE staff do not have access to your passwords.

Q: *I don't know what to do for my physical/ skill/ volunteering section what should I do?*

A: Please refer to the programme ideas list in your enrolment pack. It contains a wide variety of excellent suggestions. You could also look on the DofE website and their opportunity finder:
www.dofe.org/volops <https://www.dofe.org/do-your-dofe/>

Q: *I am in rugby team (physical), do Latin club (skill) and help younger pupil with their reading (volunteering). All of these are extra-curricular at school. Do I need to do something new for my DofE? I am worried I won't have time.*

A: Certainly not, you already have a commitment in each area, please use these. You are able to back date your sections so fill out your programme planners carefully to make the most of your excellent work! Please speak to your assessors so they are aware you wish to use the area as part of your award.

Q: *Could I improve my hockey skills for my skill section?*

A: No, hockey is a physical activity and is assessed under the physical section. Please check the programme ideas list carefully for what is permitted.

Q: *The DofE says I need to do 6 months for one of my sections, how long and how often is this?*

A: You should commit a minimum of 1 hour per week for 6 months.

Q: *Can I complete this section in 3 months then if I go twice a week?*

A: The scheme is not just about hours. It is about showing an ongoing commitment to an activity. For that reason, we ask that you do not complete a section in a shorter timescale. We do of course realise that many of you will exceed 1 hour per week as you have a great interest in your activity. This will be reflected in your Assessor comments on their final report.

Q: *I have decided to do cooking at home as my skill, can my Dad be my assessor?*

A: Unfortunately parents cannot assess their child's award. You can certainly still complete cooking as your skill and your parents can help you out. Please ask someone else to assess the section. This could be your tutor, a teacher, a neighbour or one of the Princethorpe DofE Staff. You will need to show them evidence. This could be photos, a weekly log or a recipe book you have created.

Q: *In my enrolment pack there is a weekly log sheet. Do I have to get it signed by my assessor every week?*

A: No, the weekly log sheet simply provides a useful evidence record of your weekly commitment and progress. It should be submitted onto your edofe account once complete. It is mandatory for those completing activities at home (e.g. cooking, gardening, care of animals, learning projects) where parents are overseeing their progress but they have an independent assessor.

Q: *I have been to my club all term and finished 3 months of activity. What do I do now?*

A: You must fill out the basic information on your Assessor Report and submit it to your assessor. Once they have signed and written comments you can upload this to the edofe website for approval. Please follow the instructions on page 7 of this guide.

Q: *I am away for the practice expedition; can I join my group for the qualifying trip?*

A: All expedition dates are mandatory in order for you to complete your award.

Q: *When do I do my expedition presentation?*

A: For bronze and silver this is at the end of your qualifying expedition. Gold participants complete theirs at assemblies and presentation evenings in September.

Q: *I have completed my award but not received my certificate or badge what should I do?*

A: First check that nothing has been queried on your edofe account. You will receive an email once your award is approved so double check your inbox and junk folders. Your DofE Co-ordinator and Manager will be able to find out for you too.

Now look out for information regarding the annual Certificate Presentation Evening.