



eDofE Start Up and Completion Guide

Princethorpe
College



How the DofE Award works



1

Register via DofE
app or eDofE.org.



2

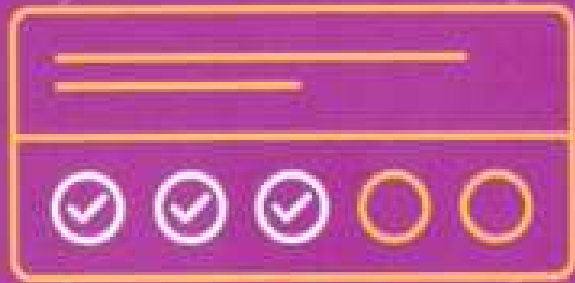
Choose activities
for each section
and sign off with
Leader.



3

Do your activities
for the set amount
of time and record
your progress.

How the DofE Award works



4

Get an Assessor's
sign-off for each
activity.



5

Achieve your
Bronze Award!



6

Challenge yourself
some more and step
up to Silver.

Timescales

BRONZE

Volunteering **3** months

Physical **3** months

Skills **3** months

PLUS a further 3 months in the Volunteering, Physical or Skills section.

Expedition **2** days **1** night



- Try to pick different activities for each section!

- Remember activities can be back dated to the start of September!

SILVER

Volunteering **6** months

Physical

one section for 6 months, the

Skills

other for 3 months

Plus an extra 6 months in the Volunteering, or the longer of the Physical or Skills sections if you haven't got Bronze.

Expedition **3** days **2** nights



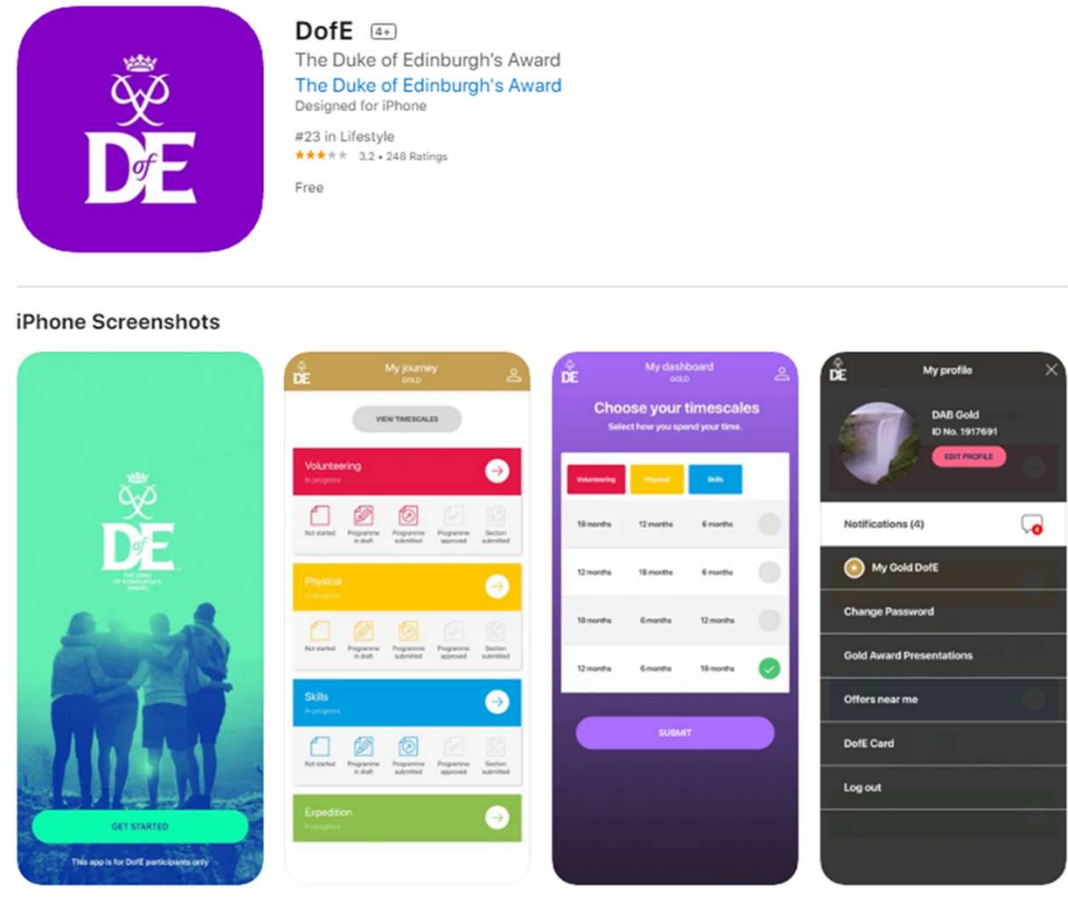
1. **Download the DofE app** (or find www.edofe.org)
2. Login using the username and password sticker (For Silver your login will be the same as your Bronze award)
3. Update 1-5 personal details
4. Set timescales
5. Complete programme planners

1. DofE app

Download the DofE app

- Highly recommend
- User friendly
- Simple for adding evidence

(If you are unable to download go to www.eDofE.org)

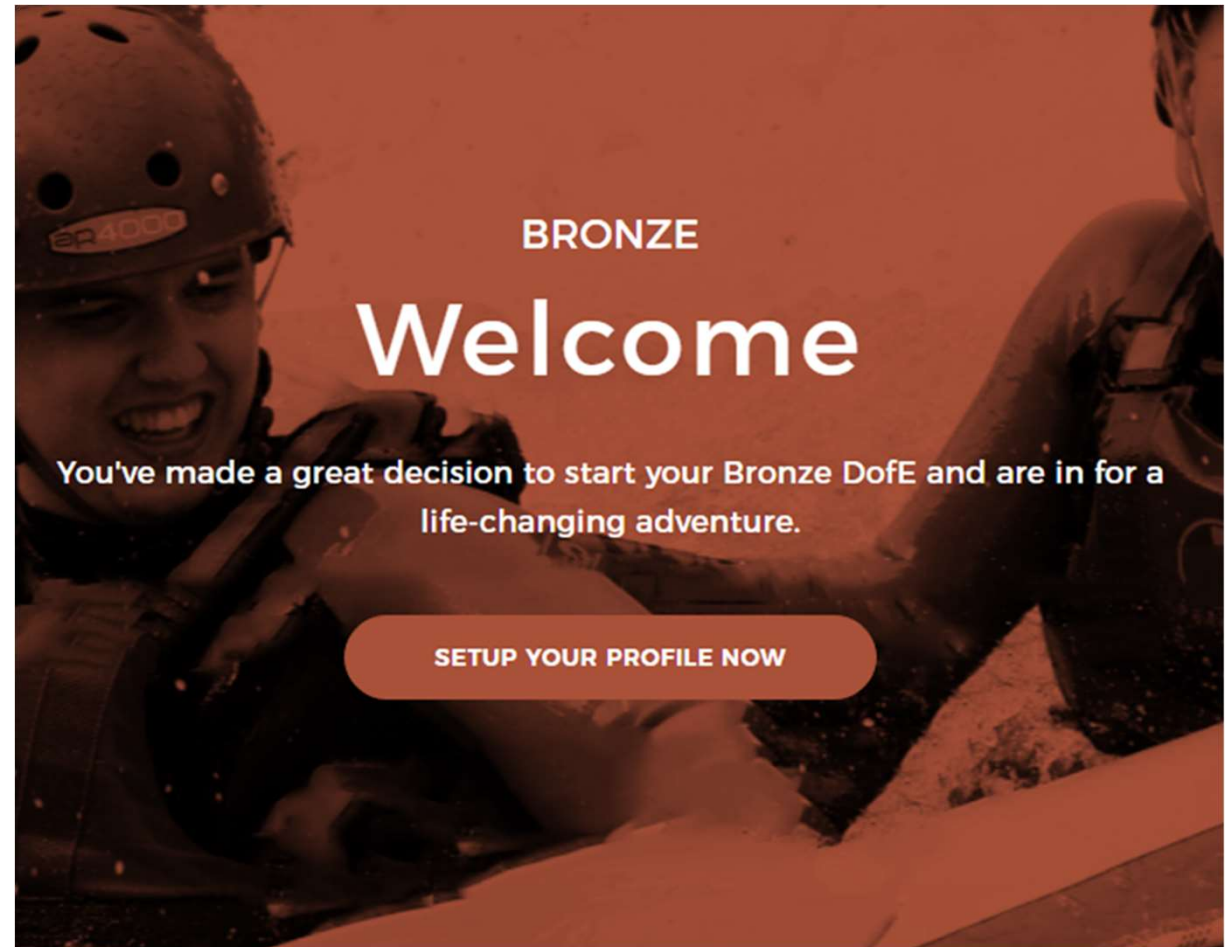




THE DUKE OF
EDINBURGH'S AWARD

2. Login

Use the sticker on your folder to find out your username and password.



3. Add Personal Details

There are 5 steps to this. See steps 1 -3 below:

Step 1 of 5

Contact details

Your address

Enter your house number / name / postcode to search

• House name / number

• Street name

Address line 2

Address line 3

• Postcode

• Town

• Country

• Email

Step 2 of 5

Account details

Password

Keep your password safe and don't share it. Choose something memorable.

• New password

• Confirm password

6 Characters Uppercase Lowercase Number

CONTINUE

Personal details

To help us make sure the DofE is an equal opportunities charity, please enter the requested details below.

This information is only used for statistical purposes.

About you

• Gender (please select)

• Ethnicity (please select)

• Disability (please select)

As defined by the equality act 2010 and disability discrimination act

Personal circumstances

Please tick all that apply

In receipt of free school meals

At risk of exclusion from education

Not working and not in full time education or training

Where will you keep a record of your password? I no longer have access to it so you must please remember it.



- Step 4 and 5

Communication preferences

Essential DofE programme information will be shared with you automatically, by email, post, your eDofE account and sometimes text.

For DofE Offers, Expedition Kit and DofE event emails, you must tell us if you want to receive them. Opt in below to hear how to save money on expedition kit and days out, get the latest expedition kit advice, find out about DofE events or even win great prizes such as iPhone or Amazon vouchers.

* DofE Offers, events and Expedition Kit emails?

Yes please	<input type="radio"/>
No thank you	<input type="radio"/>

CONTINUE

Step 5 of 5

Activate your account

Almost there

Please read and confirm you accept our Terms of use and Privacy Statement before activating

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 Statement](#)

I have read and agree to the above Terms of use and Privacy Statement

ACTIVATE ACCOUNT



THE DUKE OF
EDINBURGH'S AWARD

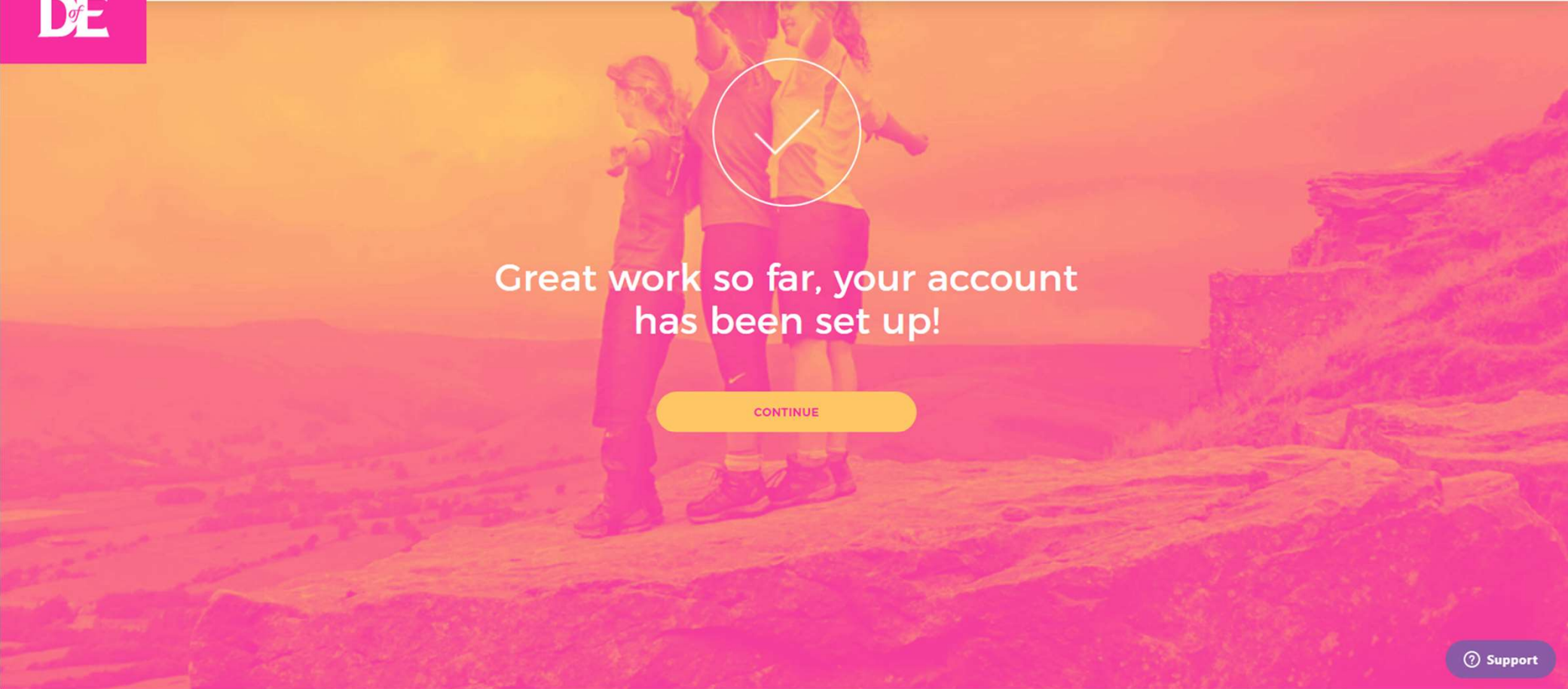
BRONZE

DofE.org



[Help](#)

[Log out](#)



Great work so far, your account
has been set up!

CONTINUE



[Support](#)



THE DUKE OF
EDINBURGH'S AWARD

You will receive this via email...

Your Bronze DofE Welcome Pack is on its way

 noreply@dofe.org
To  Will Bower

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you are unsure



Dear Test,

Thanks for adding your details to your eDofE profile – we hope you're looking forward to getting started.

Now you've entered your address, your personalised DofE Welcome Pack will be winging its way to your home in the next couple of weeks.

Your pack contains everything you need to begin your DofE. Inside you'll find useful information and Assessors' cards – as well as your exclusive DofE Card, giving y

Your Welcome Pack should be with you in the next 3-4 weeks. If for any reason it doesn't arrive, please email ASL@DofE.org. You can also find digital packs [here](#).



Will Bower
Princethorpe College Princethorpe
Rugby
CV34 9PX



001302 /34300 /RM000043



Bronze

...and this through the post.

4. Timescales

(Bronze example)

Choose your timescales

How do you want to spend your time?

Volunteering	Physical	Skills	
3 months	3 months	6 months	<input type="radio"/>
3 months	6 months	3 months	<input type="radio"/>
6 months	3 months	3 months	<input type="radio"/>

SUBMIT



Your eDofE home page

My Journey

[VIEW TIMESCALES](#) [INSPIRE ME](#)

ID: 2581501
Enrolled: 02/09/2021

Test Bronze

- Notifications
- Offers near me
- My Bronze DofE**
- LifeZone
- Resources
- Keep safe
- DofE Card
- DofE Merchandise
- Help
- Contacts

Volunteering

Not started

- Not Started
- Programme In draft
- Programme Submitted
- Programme Approved
- Section Submitted

Physical

Not started

- Not Started
- Programme In draft
- Programme Submitted
- Programme Approved
- Section Submitted

Skills

Not started

- Not Started
- Programme In draft
- Programme Submitted
- Programme Approved
- Section Submitted

Expedition

Not started

- Not Started
- Programme In draft
- Section Submitted

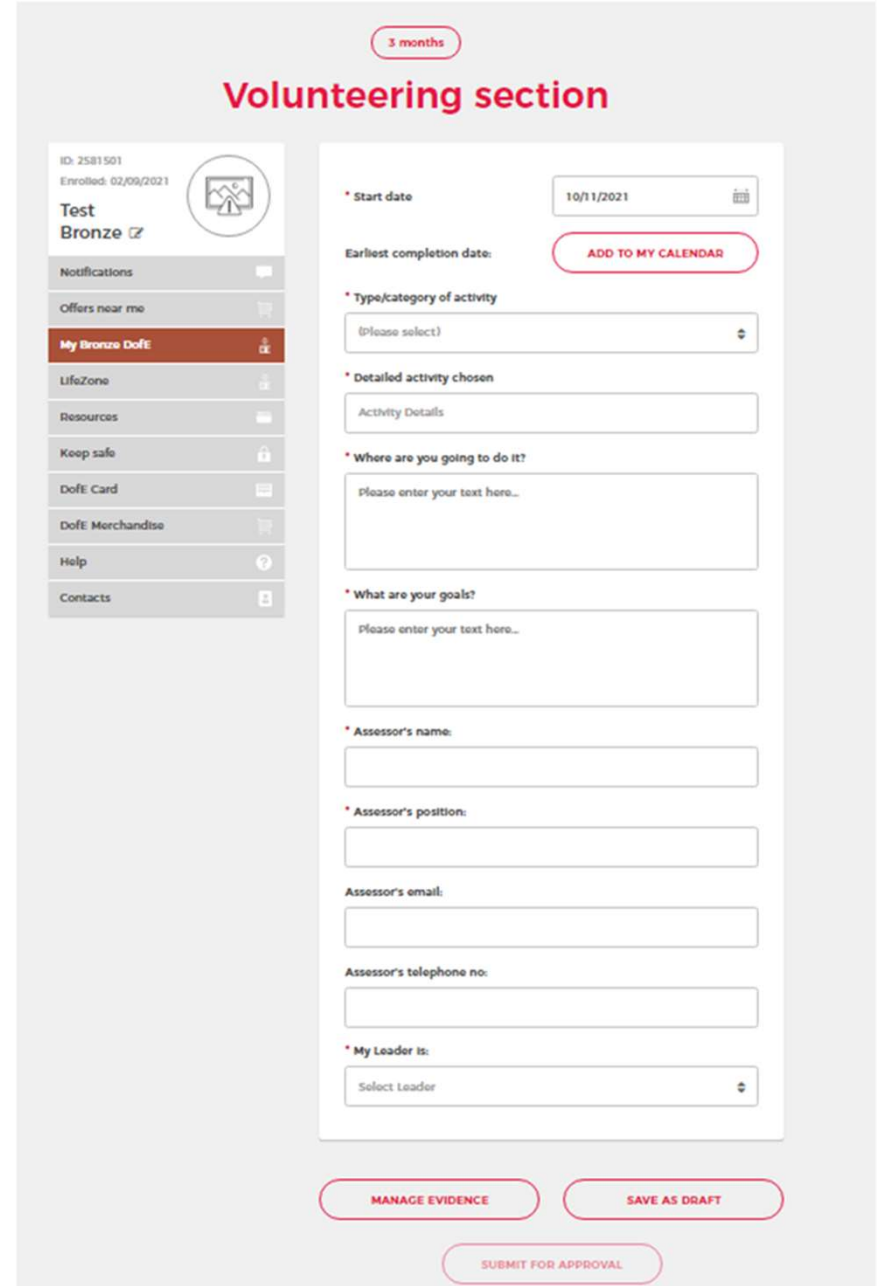
5. Programme Planners

This is where your record what you plan to do for each section in detail.

You must:

- Set a SMART goal.
- Speak to your Assessor and ask permission before selecting them.
(add their phone number or email)
- Submit for approval so I can check your activity is allowed by DofE

You can 'backdate' to start in September.



The screenshot shows the 'Volunteering section' of the DofE website. At the top, there is a '3 months' filter. The main heading is 'Volunteering section'. On the left, there is a sidebar menu with options: Notifications, Offers near me, My Bronze DofE (selected), LifeZone, Resources, Keep safe, DofE Card, DofE Merchandise, Help, and Contacts. The main content area contains a form with the following fields:

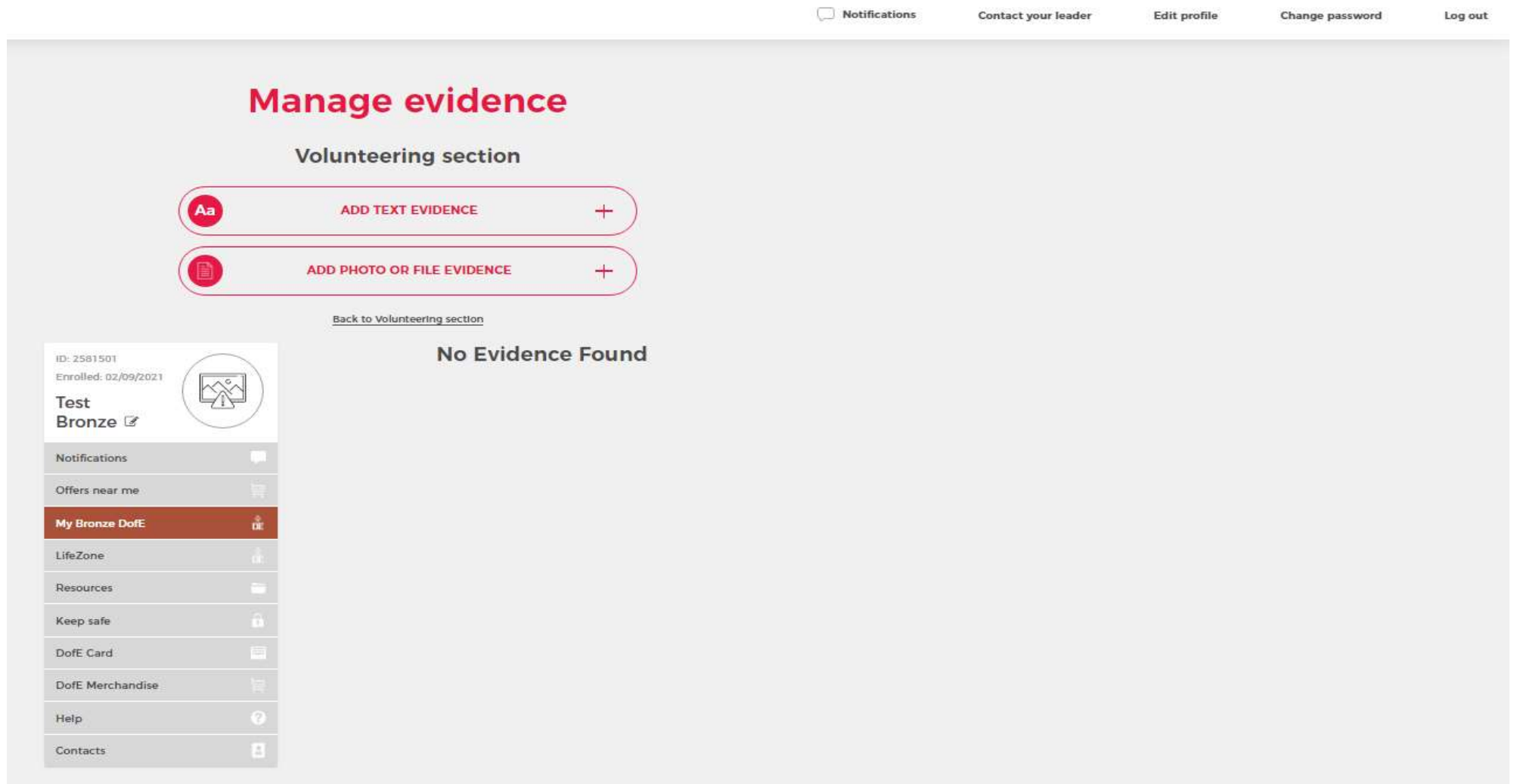
- * Start date: 10/11/2021 (with a calendar icon)
- Earliest completion date: ADD TO MY CALENDAR
- * Type/category of activity: (Please select) dropdown menu
- * Detailed activity chosen: Activity Details text input
- * Where are you going to do it?: Please enter your text here... text input
- * What are your goals?: Please enter your text here... text input
- * Assessor's name: text input
- * Assessor's position: text input
- Assessor's email: text input
- Assessor's telephone no: text input
- * My Leader is: Select Leader dropdown menu

At the bottom of the form, there are three buttons: MANAGE EVIDENCE, SAVE AS DRAFT, and SUBMIT FOR APPROVAL.



Other app features

Experiment with other features on the app. For example, 'manage evidence', 'contact your leader' and 'DofE card'.



Choosing Activities

These links provide information to further help you to decide your activities.

<https://www.dofe.org/do/ideas/>

<https://www.dofe.org/do/sections/physical-faqs/>

<https://www.dofe.org/do/sections/volunteering-faqs/>

<https://www.dofe.org/do/sections/skills-faqs/>



Some useful reminders

- Keep your password safe.
- Don't pick a similar activity for all of your sections.
- Improving 'football skills' is a physical not a skill section activity.
- Volunteering must be for a charity or '**non for profit organisation**' not a business. A family farm is a business!
- You can '**back date**' your sections to the start of September.
- Your assessor cannot be a family member, you could instead ask your tutor for activities like cooking at home.
- Make sure you include your assessor email or phone number



Starting Sections

- Once your programme planners have been approved you can start your sections.
- You must record evidence to ensure you meet the timescales

Timescales – minimum commitment

Bronze – 6/3/3 - 6 months @ 1 hour per week = 26 hours

- 3 months @ 1 hour per week = 13 hours

Silver – 6/6/3 - 6 months @ 1 hour per week = 26 hours

- 3 months @ 1 hour per week = 13 hours

Gold – 12/12/6 - 12 months @ hour per week = 52 hours

- 6 months @ 1 hour per week = 26 hours

Collecting Evidence

- Your evidence can be in a variety of forms:
 - You can upload photographs, excel and word documents
 - You could create a PowerPoint with one slide for each week's achievements
 - Include screen grabs if you are doing any online courses

Your evidence is important but the final Assessor Report is even more crucial.



Manage evidence

Volunteering section

Aa ADD TEXT EVIDENCE +

ADD PHOTO OR FILE EVIDENCE +

[Back to Volunteering section](#)

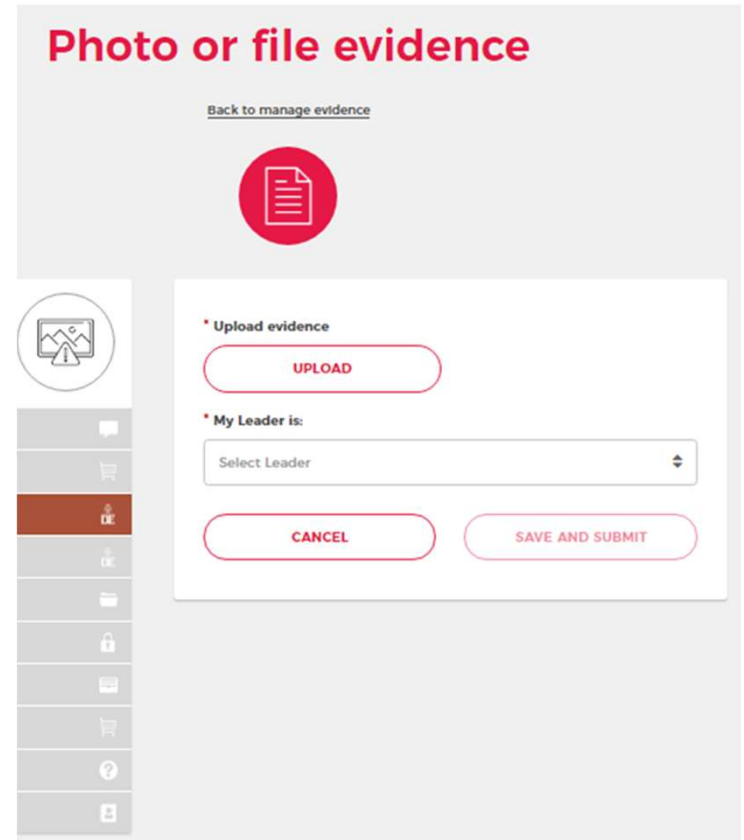


Photo or file evidence

[Back to manage evidence](#)

Upload evidence

UPLOAD

My Leader is:

Select Leader

CANCEL SAVE AND SUBMIT

Signing Off Sections

- Once you have completed the hours for the volunteering, physical and skills speak to your assessor asking them to complete the **Assessor Report**
- There are two options for this:
 - Email them your details for an electronic report
 - Hand them the Assessor Report card

The report will:

- Comment on your commitment, character and skills learned
- Confirm you have completed sufficient hours

Points to check:

- Assessor name on the programme planner must match the Assessor Report name
- Dates must also match, the section can take longer but not less than the 3/6/12 months required

Email Template:



A useful template

(please delete and edit as appropriate)

Dear (Mr Bower)

Earlier in the year you kindly agreed to be my Assessor for my (Bronze/Silver/Gold) Duke of Edinburgh's Award (physical/volunteering/skill) section. I have now completed the required time commitment and would be very grateful if you could please spare some time complete an online assessor report?

The report can be accessed via this link: <https://www.edofe.org/assessor/>

My details are as follows:

Participant ID number: (???????????????)

WMB note for participants - you can find this on the sticker on your DofE folder or in the top left corner on your eDofE account.

Level: (Bronze/Silver/Gold)

Section: (physical/volunteering/skill)

There is some guidance on the link on how the report can be filled out, plus some examples. I have (exceeded/met) the time commitment (13/26) hours for this (3/6) month section. Please could you make a statement on the report that I have 'met the time commitment required for this section'?

I have met my goal and really enjoyed taking part in this activity. My highlight was (...). Thank you for being my assessor and taking the time to complete this form. If you have any questions, please don't hesitate to ask me.

Best wishes

(Your name)

Do DofE

Run DofE

Support DofE

Resources and tools

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.

* Participant's ID number

* Level

* Section you are assessing

I'm not a robot



CHECK

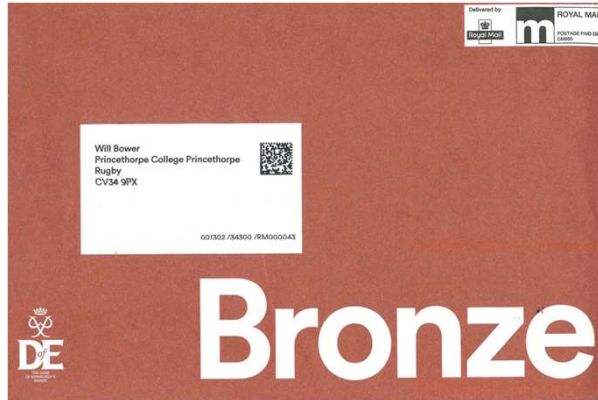
What to include in your Assessor's Report

- 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](#)





Paper Assessor Report



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

1. Your name and ID number



ASSESSOR'S REPORT VOLUNTEERING

Participant: _____
eDoE 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 DoE programme. Please note: the information you have provided in this report will be scanned and stored by the DoE as part of its record of the participant's achievement. The DoE 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?

3. Your assessor should complete these sections

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

6. Signature, name and contact details match programme

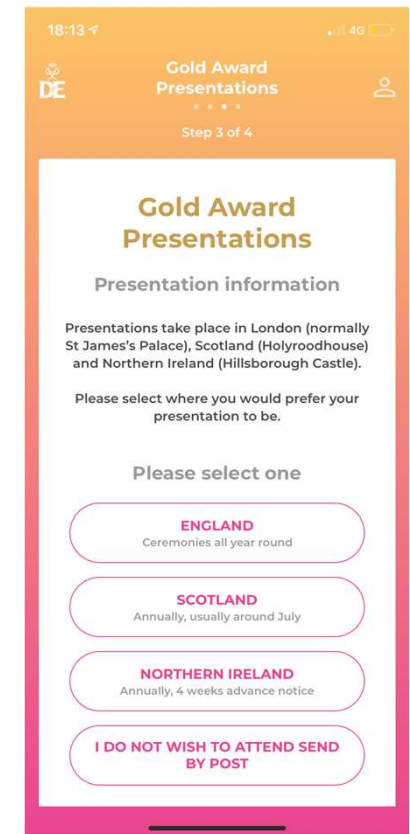
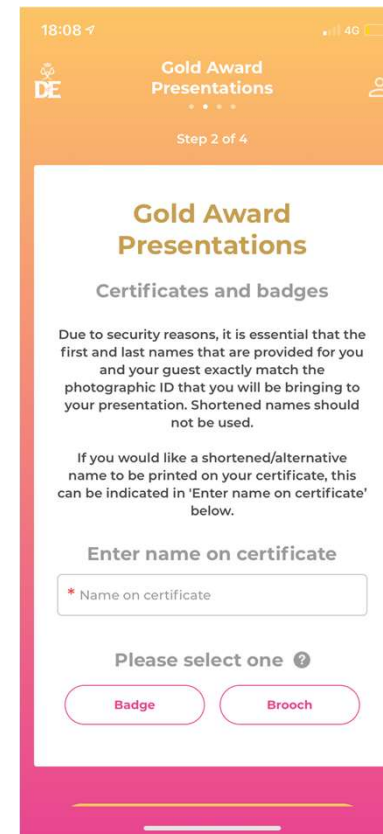
5. Date of signature cannot be before completion date above

Bronze
Detach and hand this to your Assessor at the START of your DoE activity.
Assessor cannot be related to a DoE participant. They should be an 'expert' in the chosen activity (such as the activity leader). Staff Leaders must approve the choice of Assessor for each section.
My name: _____ eDoE ID No: _____
Assessor's Guidance Notes
Thank you for your time and commitment offering to assess me for the Volunteering section of my DoE 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** DoE 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.

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

For those completing Gold there is one additional task, the **Gold Award Presentation Form**.

This confirms your details for your trip to the Palace.



Your award is then sent for approval by Princethorpe Staff and the Award Verifier.

You will receive an email confirming final approval.

Your certificate and badge will be handed out at the presentation evening, posted home or awarded at the Palace.



DofE Clinic

Tuesday

Lunch 1 – LF01

lunch 2 – LG02

Good luck in completing your award.