



# DE *of* E



Name:

**The purpose of this booklet is to provide students and parents with important information about the Bronze Duke of Edinburgh award this year.**

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Another booklet will be given to students during their expedition training day on 26<sup>th</sup> or 27<sup>th</sup> March. This booklet will cover first aid, map skills and meal planning.

# Important Dates

## **Mandatory Session 6:**

These sessions are to set up your eDofE account and begin to log your chosen activities. You must attend these on Thursdays.

9<sup>th</sup> October, 16<sup>th</sup> October, 23<sup>rd</sup> October, 16<sup>th</sup> April, 23<sup>rd</sup> April

## **Session 6 Drop in:**

These sessions are optional should you need any additional support. You will be told to attend if you are not on track with evidence logging.

27<sup>th</sup> November, 4<sup>th</sup> December, 11<sup>th</sup> December, 8<sup>th</sup> January, 22<sup>nd</sup> January, 5<sup>th</sup> February

## **Expedition Training:**

You will be off timetable all day to complete your expedition training. The focus will be first aid, map skills, tent building and cooking with Trangia Stoves.

26<sup>th</sup> March or 27<sup>th</sup> March – Your given day will be emailed home.

## **Expedition:**

25<sup>th</sup> – 26<sup>th</sup> June

## **Kit Collection:**

You will need to attend the Kit collection session to collect your expedition kit. This is collected from the green container next to the Astro. This cannot be collected at any other time. If you are unable to collect it you must inform Miss Larsen or Miss Salisbury in advance.

18<sup>th</sup>/ 19<sup>th</sup> June – Your given day will be emailed home

## **Kit Return:**

Expedition kit must be collected clean and dry. This will be checked. Any kit returned in poor condition will not be accepted. This is returned to the container next to the Astro. This cannot be returned at any other time and **must not be dropped at reception.**

29<sup>th</sup>/30<sup>th</sup> June – Your given day will be emailed home

## **Completion of Award:**

We encourage you to aim to complete your award by September 2025. This will allow you to progress to Silver Duke of Edinburgh in the October of Year 10 if you would like to. Certificates will be awarded in House Celebration Assemblies following completion and approval of your award.

## Activities and Timescales

It will take you at least **6 months** to complete your Bronze DofE Sections. You finish the expedition in June, completing your award.

- Volunteering section: 3 months
- Physical section: 3 months
- Skills section: 3 months
- Expedition section: 2 days/1 night

You also spend an extra three months on one of the Volunteering, Physical or Skills sections. It's your choice which one. Sectional activities need to average an hour a week, with the first and last activities being the full section duration apart.

It is recommended that you complete 1 hour per week for your chosen activities. However, for longer sections, it can help for the activity to be longer (in terms of hours per session) but less often. This can be particularly good for the Volunteering section to allow participants to take on more interesting, challenging, and responsible activities. E.g. volunteering at a charity shop for 4 hours in one session per month, or 2 hours in one session per fortnight. **The activity cannot be condensed to less than one session per month.**

For Support with choosing an activity, please consider the extensive list of activities found on the following website link:

[https://www.dofe.org/wp-content/uploads/2022/08/programme\\_ideas\\_-\\_complete.pdf](https://www.dofe.org/wp-content/uploads/2022/08/programme_ideas_-_complete.pdf)

**Below are also some examples that are popular at NPA.**

These activities can be completed at home and hours logged using apps or photos.

Physical	Skill	Volunteering
-Running	-Duolingo	-Supporting a younger age groups at a sports Club/ Session 6
-Sports Clubs outside of school	-Cooking	-Supporting Park Runs at Nene Park
-Dance Clubs	- Sewing/ Crochet	-Nene Park Volunteering Opportunities – see their website
-Gymnastics	-Chess	-Charity Shops
-Cycling	-Learning a Musical Instrument	-Church/Religious clubs
-Swimming	-CCF	-Railworld Wildlife Haven
-Session 6 Sports Clubs at NPA	-Session 6 Clubs	- Nene Valley Railway
-Netball	-Online courses e.g. personal finance/coding	- Peterborough Cathedral
-Badminton	-Performing Arts	-A local primary school
-Ice Skating	-Gardening	-St Johns Ambulance
-Water sports	-Arts/Crafts	-Litter Picking
-Tennis		-Local Libraries
		-Volunteering with animals e.g. Stables
		-Peterborough Museum

# Choosing an Assessor

## Choosing an Assessor

This is one of the most important parts of your activities – **without an assessor, you will not be able to have your section signed off as complete.** An assessor must be somebody that you see regularly, that will be happy to write a report for you confirming you have worked towards your goals and completed your hours. You will have a different assessor for your Volunteering, Skill and Physical Sections.

Good examples of assessor's include :

- Sports clubs – a coach/teacher/group leader
- Individual activities e.g. cooking/ running – your form tutor – you see them every day and are able to let them know what you have completed each week
- Musical instrument teacher
- Course leader/subject teacher relevant to your activity

**Your assessor cannot be a family member or friend. They must be relevant to your chosen activity if possible.**

You are expected to do the following once you have decided on your activity for your section:

1. Identify who you want your assessor to be.
2. Ask your assessor if they are happy to do this role for you. Don't assume they will do it!
3. Ask for their full name and email, add this to your programme planner and bring it with you to eDofE Session 6, to log on to eDofE.
4. Discuss with them regularly your progress, asking them to sign your evidence log if needed.
5. Ask them to write your assessor's report once you have completed your section. See the section below on assessor's reports.

**It is important that your assessor knows what you are doing each week. It is your responsibility to update them if they are not present during the time spent working towards your goals. If you do not do this, then they will be unable to write your assessor's report at the end.**

## Programme Planners

You will be able to log and start your activities faster by completing your Programme Planners in advance of your eDofE Sessions. This will ensure you have all the information you need to add your activities on to eDofE and get started.

You will need to know the following information to add it on to your eDofE account, where your activities are logged and checked by the DofE.

- What is your chosen activity?
- Where are you going to do it? At home? At a club? If so – what is the name of the club? Where is it?
- When are you going to start?
- How long are you going to do it for? 3, 6 or 12 months?
- What goals do you want to achieve? Make these SMART: (Specific, Measurable, Achievable, Realistic, Time). Give detail of what exactly you want to achieve during your timeframe.
- Who is your assessor? You will need their full name and email.

Once logged on to eDofE, Miss Larsen checks your section and will either approve or deny your activity.

**Bring this booklet with you, with the next 3 pages complete on Thursday 16<sup>th</sup> October and Thursday 23<sup>rd</sup> October.**

# Programme planner, : Volunteering section

## What is this programme planner for?

When completing each section of your DofE programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Volunteering section. For help and support either see your DofE Leader or visit [DofE.org/volunteering](http://DofE.org/volunteering)

## The Volunteering section - why do it?

Volunteering gives you the chance to make a difference to people's lives and use your skills and experience to help your local community. It gives you the opportunity to become involved in a project or with an organisation that you really care about.

## How long do I have to volunteer for?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	6 to 12 months	If you haven't achieved your Bronze you need to extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	12 to 18 months	If you haven't achieved your Silver you need to extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

Detailed activity chosen:

Where are you going to do it?

What are your goals? What do you want to achieve?

Who is going to support and assess you? Write their full name and email address.

# Programme planner: Physical section

## What is this programme planner for?

When completing each section of your DofE Programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Physical section.

For help and support see your DofE Leader or visit [www.DofE.org/physical](http://www.DofE.org/physical)

## The Physical section - why do it?

Doing physical activity is fun and it improves your health and physical fitness.

## How long should I do activity for the Physical section?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	3 to 12 months	You need to do either the Physical or Skills section for 6 months, the other for 3. If you haven't achieved Bronze you must extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	6 to 18 months	You need to do either the Physical or Skills section for 12 months, the other for 6. If you haven't achieved Silver you must extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

Detailed activity chosen:

Where are you going to do it?

What are your goals? What do you want to achieve?

Who is going to support and assess you? Write their full name and email address.

# Programme planner: Skills section

## What is this programme planner for?

When completing each section of your DofE Programme, you should develop a programme which is specific and relevant to you. This sheet will help you to plan your DofE programme for the Skills section.

For help and support see your DofE Leader or visit [www.DofE.org/skills](http://www.DofE.org/skills)

## The Skills section - why do it?

Developing a skill helps you get better at something you are really interested in and gives you the confidence and ability to use this skill both now and later in life.

## How long should I do activity for the Skills section?

Level	Minimum time	Notes
Bronze	3 to 6 months	You need to do one of your Volunteering, Physical or Skills sections for 6 months, the others for 3.
Silver	6 to 12 months	You need to do either the Physical or Skills section for 6 months, the other for 3. If you haven't achieved Bronze you must extend your Volunteering or the longer of your Physical or Skills sections to 12 months.
Gold	6 to 18 months	You need to do either the Physical or Skills section for 12 months, the other for 6. If you haven't achieved Silver you must extend your Volunteering or the longer of your Physical or Skills sections to 18 months.

Detailed activity chosen:

Where are you going to do it?

What are your goals? What do you want to achieve?

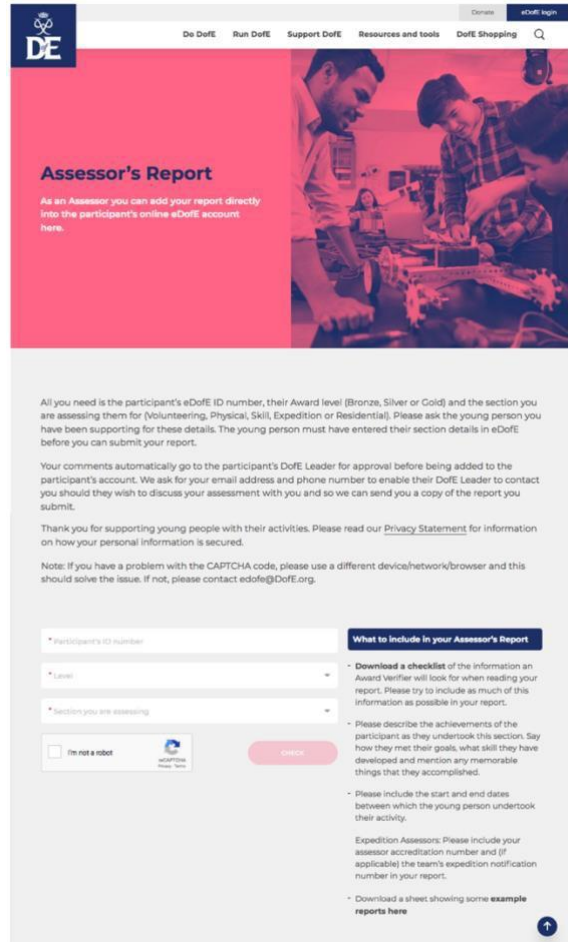
Who is going to support and assess you? Write their full name and email address.

# Assessor's Reports

Once you have completed your section for the designated timeframe, your final step is to get your assessor's reports. You have 2 options to get these:

## Option 1 – Online

You will need to give your assessor your eDofE ID Number and ask them to go to [dofe.org/assessor](http://dofe.org/assessor). Here they will complete your report, filling in your section end date, the progress you made towards your goals and any other comments they may have. The report is linked to their email you submitted on to eDofE, and therefore nobody else can write this in their place. This will automatically come through to your eDofE account for approval.



**ASSESSOR'S REPORT**  
PHYSICAL

Participant: \_\_\_\_\_  
 eDofE ID No: \_\_\_\_\_  
 Level: Gold

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.

## Option 2 – Paper, then Upload to eDofE

In your eDofE pack posted to your home address you received paper copies of blank assessor reports. These can be completed in person. It is then your responsibility to take a photo, upload this as evidence on to eDofE, mark the 'assessor report' check box and submit for approval.

# Using eDofE

Website: [edofe.org](http://edofe.org)

Logging in: You will be given your username and password during DofE Session 6. You can then change the password to something you will remember.

**Write this down here: We also suggest writing this down in the 'notes' section of your phone in case you forget/lose this booklet!**

**Username:**

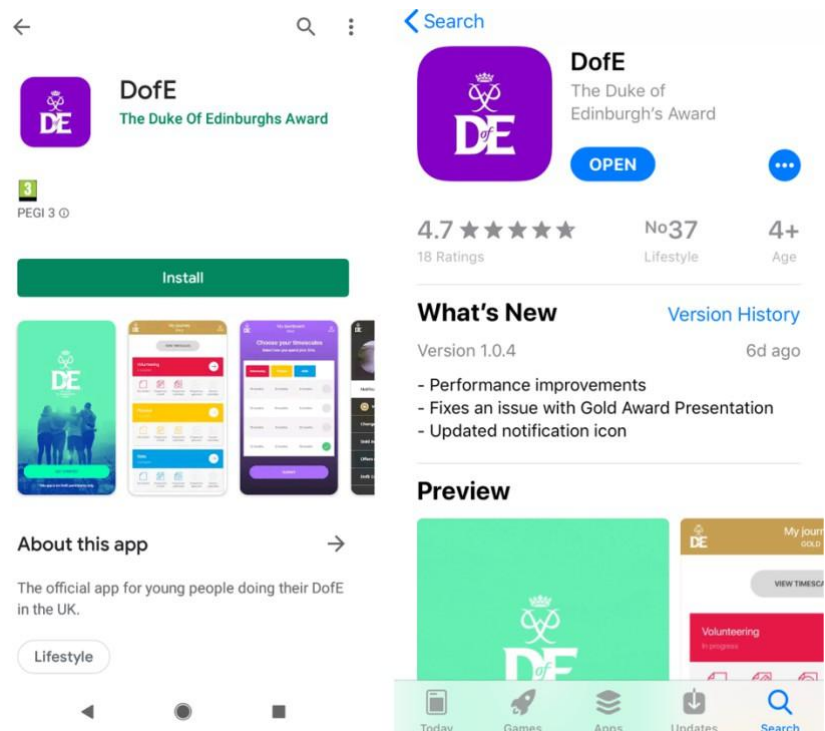
**Password:**

If you have any issues with using eDofE, such as logging activities, uploading evidence or face any technical issues, email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org).

## The DofE App:

The DofE App is currently available for participants to download on Android and iOS. This is the quickest and easiest way for you to upload evidence and manage your activities.

You can download the App by going to the Google Play Store or Apple App Store and searching 'The Duke of Edinburgh's Award'. Please ensure that you download the correct app.

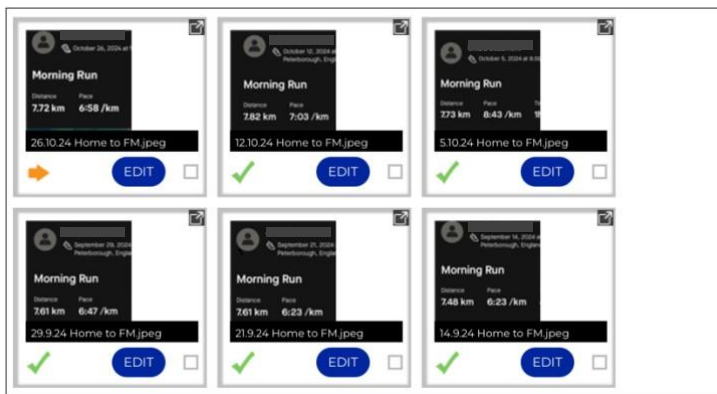


## What does good evidence look like on eDofE?

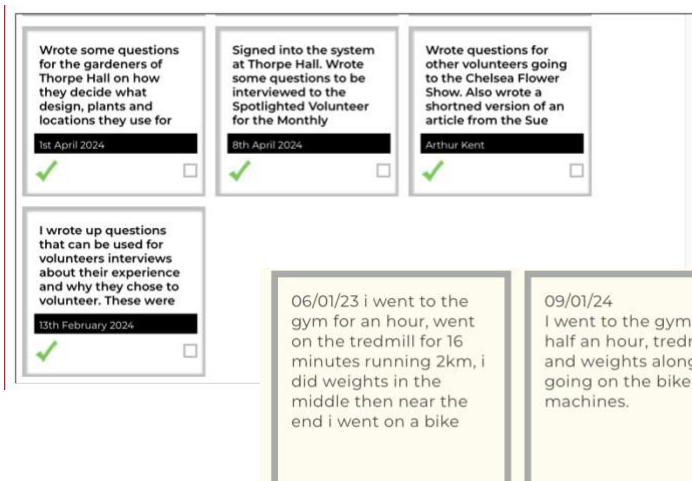
- If you are creating something – upload photos each week of your progress. E.g. embroidery, cooking, baking – these are easy to add straight on to the app.



- If you are using an app to track progress – upload screenshots of your progress each week e.g. strava, duolingo



- If you are not able to take photos, keep a log of what you have done each week. e.g. through inputting 'text' evidence on eDofE with the date and a few sentences on what you have done, or through filling in an 'activity log' sheet to keep track of your progress. An activity log sheet can be photographed at the end of your section and uploaded on to eDofE as evidence.

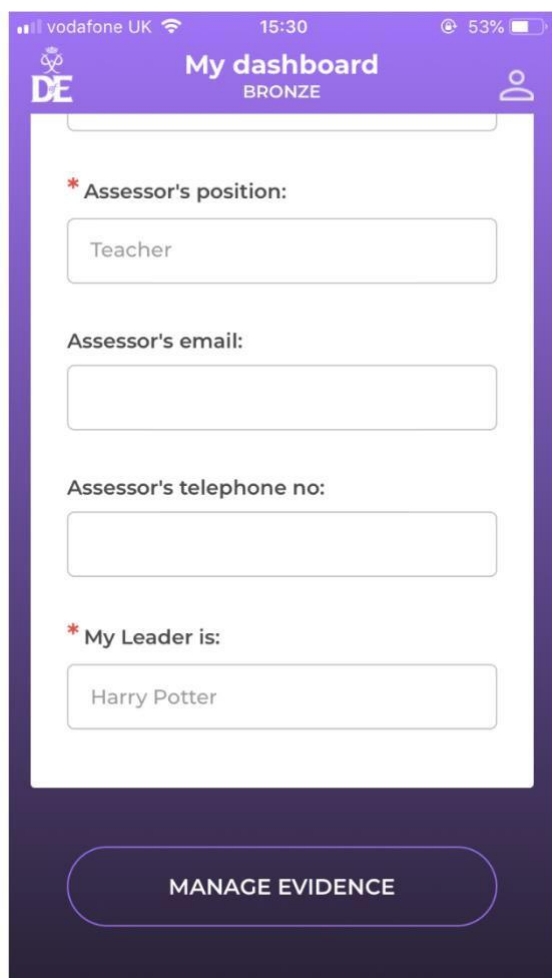


Date	What you did	Hours	Initials
27/9/23	Started learning damage control by John Petrucci	1	MB
4/10/23	Practiced and learned middle riff's of damage control	1	MB
11/10/23	Learned wason of damage <del>for</del> control + practice	1	MB
15/10/23	more practice of wason + alternate picking was to perfect wason	1	MB
1/11/23	working on entirety of piece learnt so far	1	MB
8/11/23	Started learning blues solo + practice	1	MB
15/11/23	More practice of blues solo	1	MB
22/11/23	putting everything so far together + further practice	1	MB
29/11/23	More practice of everything together	1	MB
6/12/23	learning ending + practice of entire piece over half term	1	MB
10/12/23	Perfecting - volume controls, pickups + techniques	1	MB
17/12/23	more technique practice + practice of entire song	1	MB
24/1/23	final practice of song -> perfected	1	MB

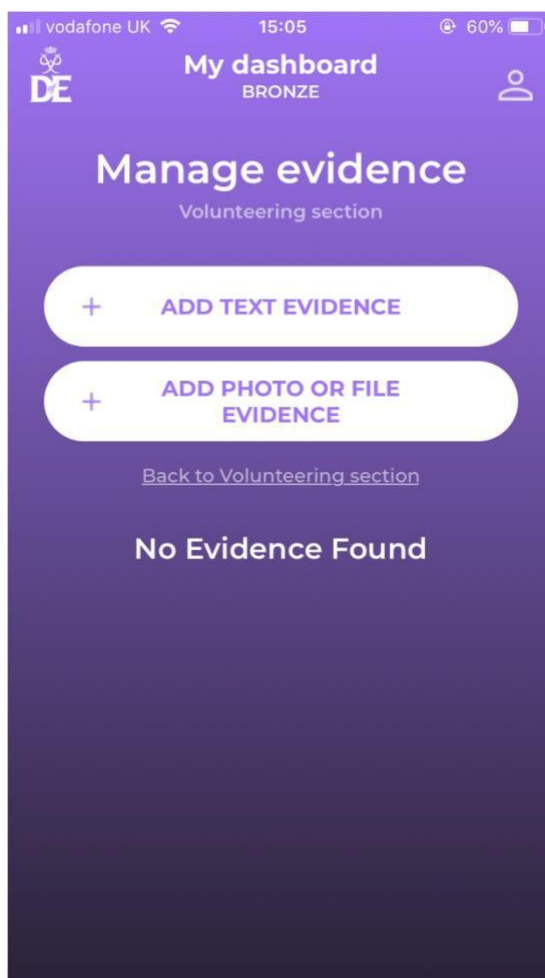
## How do you add evidence to eDofE?

Select the section you want to add evidence to on the app:

1. Scroll down to the bottom
2. Tap 'Manage Evidence' – you can view any evidence that you've previously uploaded.
3. You now have the option to add text, photos or file evidence.
4. Be careful not to check the 'assessor's report' button, unless you are uploading your assessor's report.



The screenshot shows the 'My dashboard' app interface for a 'BRONZE' user. The top bar is purple with the 'DE' logo and a user icon. The main content area is white and contains several form fields: 'Assessor's position:' with a text input containing 'Teacher', 'Assessor's email:' with an empty text input, 'Assessor's telephone no:' with an empty text input, and '\* My Leader is:' with a text input containing 'Harry Potter'. A purple button labeled 'MANAGE EVIDENCE' is located at the bottom of the form area.



The screenshot shows the 'Manage evidence' app interface for a 'BRONZE' user. The top bar is purple with the 'DE' logo and a user icon. The main content area is purple and features the title 'Manage evidence' and the subtitle 'Volunteering section'. Below the title are two large, rounded buttons: '+ ADD TEXT EVIDENCE' and '+ ADD PHOTO OR FILE EVIDENCE'. A link labeled 'Back to Volunteering section' is positioned below the buttons. At the bottom, the text 'No Evidence Found' is displayed.



## EXPEDITION KIT LIST **BRONZE**

CLOTHING item needed	Got it	Packed it
<b>1 pair of walking boots.</b> Broken in. Boots are advised due to ankle support, but walking shoes are acceptable for Bronze. No trainers. If students progress to Silver, they must have boots that offer ankle support.		
<b>2 pairs of walking socks</b>		
<b>Jacket/coat</b> (waterproof and windproof essential)		
<b>Waterproof over-trousers</b>		
<b>1-2 fleece tops or similar</b>		
<b>2-3 t-shirts</b> (thermal optional)		
<b>2 walking trousers</b> (warm, NOT jeans. Leggings are allowed.)		
<b>1 pair shorts</b> (if appropriate)		
<b>Underwear</b>		
<b>Nightwear</b>		
<b>Flip flops/sandals</b> Shoes MUST be worn at the campsite. If these are not brought, they will have to wear their boots.		
<b>Warm hat and/or sunhat</b> (as appropriate)		

## PERSONAL KIT

Item needed	Got it	Packed it
<b>Rucksack</b> These can be borrowed, please fill in the Microsoft form emailed out if you need to borrow one.	Provided	
<b>Rucksack liner</b> (or strong plastic bags in case it rains and rucksacks get wet)		
<b>Sleeping bag/ Pillow</b> To reduce weight/save space, students can put clothes into a pillowcase to create a pillow, or purchase a blow-up pillow		
<b>Sleeping mat</b> Self inflating roll mats can be purchased or simple foam roll mats can be borrowed. Students cannot bring air beds due to space they take up inside of a tent.	Provided	
<b>Waterproof bag</b> (In case of very poor weather for important items. E.g phone)		
<b>Sleeping bag liner</b> (optional)		
<b>Whistle</b>	Provided	
<b>Torch</b> (handheld/head torch and spare batteries – may choose to use phone torch)		
<b>Group first aid kit</b>	Provided	

<b>Food</b> (including emergency rations). Students are not to bring energy drinks but can bring sweets for energy to snack on throughout the day.		
<b>Water bottle x 2</b> Water can be refilled at checkpoints throughout the day but two full bottles are required to be brought to the expedition		
<b>Cutlery &amp; Plate/ Bowl</b>		

<b>Mug</b> If students want to make a hot drink. Long life milk can be brought for cups of tea/hot chocolate.		
<b>Wash kit/personal hygiene items/ Sanitary Products</b> (some items could be shared as a group)		
<b>Suncream</b>		
<b>Towel</b> The campsite does have showers that are free to use if they wish. If bringing a towel, microfibre towels are recommended as they dry quick and take up less space.		
<b>Small quantity of money</b> (optional – for emergencies). Students are not permitted to use shops throughout their expedition.		
<b>Pen/ Highlighter</b> Students may want to annotate their map throughout the day		
<b>Watch</b>		
<b>Plasters</b> Please pack these as blisters are common on DofE		

**GROUP KIT (to carry between the team)**

Item needed	Got it	Packed it
<b>Tent</b>	Provided	
<b>Camping stove(s)</b>	Provided	
<b>Cooking pans</b>	Provided	
<b>Tin opener</b> (if required)		
<b>Tea towels / soap/sponge</b> Recommend sharing with group members		
<b>Plastic bags</b> (for rubbish etc.)		
<b>Toilet paper</b>		
<b>Maps</b> (1:25 000)	Provided	
<b>Compass</b>	Provided	
<b>Map cases</b>	Provided	
<b>Camera</b> (optional)		

**ADDITIONAL OPTIONAL KIT (for you to consider)**

Item needed	Got it	Packed it
<b>Sunglasses</b>		

<b>Insect repellent</b>		
<b>Ear Buds (to block noise at campsite at night)</b>		
<b>Ball, playing cards/ card games etc.</b> Students will have free time in the evening		
<b>Plasters/ Hayfever Tablets</b>		
<b>Instant heat packs</b> Even in the summer, nights can be cold. Instant disposable handwarmers can be purchased to use if they are cold, especially if the weather has been wet throughout the daytime.		

## Common Problems/Questions

### **Forgot your password to eDofE?**

Reset it by following the steps here:

<https://help.edofe.org/hc/en-gb/articles/360016275838-I-ve-forgotten-my-Username-password-eDofE>

Your account will be set up with your school email address.

### **Need to change your section or your assessor left?**

Email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org)

### **You have lost your activity log sheets or need a new copy:**

Spares can be found in the blue file holder in the back of 318.

### **When will I learn to read a map?**

We will cover this during our DofE Session 6's and on the Expedition training day.

### **What food will I need for the expedition?**

You will need to bring all food with you on the expedition. On your Expedition Training Day you will create a menu for your expedition to guide you.

### **What happens if I am attending a Session 6 for one of my activities but it is on the same day as DofE?**

DofE Session 6 will need to take priority. You can skip a week of your activity and add it on to the end to ensure you complete the correct number of sessions.

### **What should I do if I cannot attend a DofE Session 6?**

Email Miss Larsen ASAP with the reason you cannot attend so that you can catch up on what you have missed.

### **I have another question:**

Email [klarsen@neneparkacademy.org](mailto:klarsen@neneparkacademy.org) or [ksalisbury@neneparkacademy.org](mailto:ksalisbury@neneparkacademy.org) or attend the DofE Drop in Session 6.