

Increasing Awards Achieved in your LO

Enrolment times

Start Bronzes early in year 9 to allow as much time as possible to progress through all of the levels.

Enrol Golds throughout year 11, as soon as they turn 16, to give them plenty of time to complete before they leave school.

Programme planning

Establish a deadline for programme planners to be completed (inc. Expedition aims and goals).

Use the combined programme planner to limit the number of times participants need to log into eDofE to get this completed.

Request that the combined programme planner is completed and submitted with the enrolment form.

Quite often the residential section is the reason why Golds do not complete. To combat this in the summer term of year 12 ask all Golds to plan and book a residential for that summer.



Use Expedition as incentive to completing their DofE to a set level.

Completion

Set a time of year when you will hold a session about collecting assessor reports and how to upload and submit them. Then set a deadline for assessor reports and publicise presentation date.

Give 'Leaving School?' flyer out to those who are leaving school but still want to complete their DofE.

Presentation events

Set up a main presentation event to incentivise completion by establishing a firm deadline.

This can also support progression as you can hand them enrolment forms for the next level with their certificates.

It is also a valuable opportunity to promote DofE to potential participants and staff members as well as thanking and celebrating those who have helped.

Resources can be found at <https://www.dofe.org/notice-boards/south-east/resources/>



SOUTH EAST

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Step One—Choosing Activities

How can you help?

Display a copy of the list of programme ideas in your classroom/or have one to hand. This can be downloaded at <https://www.dofe.org/doing-your-dofe/activities-sections/>

This list is not exhaustive—it is just ideas (although non-listed activities must fit the criteria, e.g. dance cannot be a Skill even if the style is not listed on this sheet).

Discuss what activities the pupils are currently taking part in which would count for a section (although all activities **must** be extracurricular).

Develop ideas of potential volunteering opportunities from discussing with all staff in a meeting, using local contacts and knowledge, and creating an information area/leaflet/noticeboard.

Step Two—Finding an Assessor

How can you help?

Stress the importance of finding an assessor BEFORE they start their activity!

Check pupils have given the Assessor's Guidance Card to their chosen assessor (found in their welcome packs).

Ensure their assessor is not a relative.

If required, for an individual skill/volunteering placement, you can act as assessor.

You can add other evidence but you **CANNOT** achieve your Award unless you have an **Assessor's Report** for each section on eDofE.

Step Three—Recording and Monitoring DofE

How can you help?

Help pupils organise themselves with effective methods of storing usernames and passwords.

Ask them weekly if they have logged onto their eDofE account! Have they uploaded any evidence? Have they tried the mobile app?

Ask them to show you their eDofE programme planners and account page.

Ask your DofE Manager for an eDofE login so you can check the progress of your tutees.

Show them where they can access supporting downloads such as sectional activity logs (<https://www.dofe.org/doing-your-dofe/activities-sections/>)

Step Four—Completing DofE

How can you help?

Ask regularly which of your pupils have finished a section, or nearly finished.

Try and keep pupils focussed on the end dates of sections.

Help them plan how they will ask for assessors' reports. If using the report card, take it in early so they can collect it on their last session.

Make sure they have their assessor's contact details so they can follow up if required.

Online

Ask your assessor to fill out a report at www.DofE.org/assessor

You will need to provide them:

- Participant's name
- eDofE ID number
- Level and section

Assessor's report

I can confirm that Joe Bloggs has been attending Football Training after school since September 2013. He has developed his skills and tried out different positions. His teamwork has also improved and his contribution has helped win 3 out of 5 school matches. | Tom Jones - tomjones@football.com -



Close

Signed letter from your assessor

GOOD CAUSE

Charity Shop, 123 High Street, Town, City, AB1 3ED
0123 456 789
manager@charityshop.com

Wednesday 19 March 2014

To whom it may concern,

I can confirm that Joe Bloggs has been volunteering at Charity Shop between 5th October 2013 and 3rd March 2014. Joe is a very friendly person and has had a big impact. He works well with the other volunteers helping to sort through the shop and encourage others to come along. We believe Joe is at the best for the future and hope he continues to volunteer. If you have any questions, please do not hesitate to contact me.

Thank you,

Jane Smith
Manager

- For Letters Please include:**
1. Participant's name
 2. Start and finish date
 3. Level and section
 4. Assessor contact details



Assessor's Report from your Welcome Pack

DE ASSESSOR'S REPORT
eDofE ID No: JOE BLOGGS
Level: Gold

Activity: PLAYING THE PIANO

Date started: 03/01/13, Completed: 09/04/14

Goals set to participate: TO ACHIEVE GRADE 2 AND PLAY SOME GRADE 3 PIECES, PLAY IN SCHOOL CONCERT

Assessor's comments:
Joe has been playing piano for the past 6 months. He did very well, passing his Grade 2 Piano exam with merit. He also performed a solo at the school concert. Joe should be very pleased with his progress and should be taking his Grade 3 by Christmas this year.
Well Done!

I can confirm that Joe has been playing piano for the past 6 months. He did very well, passing his Grade 2 Piano exam with merit. He also performed a solo at the school concert. Joe should be very pleased with his progress and should be taking his Grade 3 by Christmas this year.
Well Done!

Signature: Mr. Bloggs
Assessor's first name: Anne, Last name: Bloggs
Assessor's professional qualification: Music Teacher (or Other)
Assessor's phone number: 0123 456 789
Assessor's email: anne.bloggs@music.com

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

