

# 3: Award Approvals

## Verifying Completed Awards

Verifying DofE awards is the final step to completing a young person's DofE programme, so quality, consistency and timeliness are important when verifying.

When awards are ready to be Verified, they will be listed on a profile page as "submitted to LO" or, if Gold, "submitted to Region". If they are "submitted to LO" they will appear on the LO Verifier's approval list. If they are Golds that are "submitted to Region" they will have been approved by an LO Verifier and be waiting for the Gold-only stage of Regional signoff. Please note verifiers cannot approve sections or they will not see the final award to verify in Award approvals.

<u>Silver</u>	07/08/2015	25/03/2016		Award submitted to LO on 29/12/2016
<u>Gold</u>	01/09/2015	23/09/2016		Award submitted to Region on 16/03/2017

To approve an award, view it in "Award Approvals" then "Awaiting approval". This will provide a list of available awards. Open the award by clicking on the participant's name (bold and underlined) then once ready, clicking 'approve' at the top or bottom and confirming. The award will then show as completed on the profile page.

<u>Gold</u>	03/09/2015	17/12/2017		Award completed on 16/03/2017
-------------	------------	------------	---	-------------------------------

Once approved, participants will receive an automatically generated system email notifying them of their award completion. Please note leaders, co-ordinators and managers do not receive this notification.

To query a section, click 'query' in an award approval to open the box opposite. Briefly describe the query then send. This will reopen the section to be edited—it will then need to be resubmitted in order to be ready to be verified again.

**Query Award** Close ✕

**Silver Award Query for Toby Guild**

Please tick the sections you have a query about. This will reopen the sections for the participant to update or amend.

- Volunteering
- Physical
- Skills
- Expedition
- Residential

---

Enter a description of why you have queried each section in the relevant box below. The Participant and the Leader who submitted the Award will receive a message containing this description.

**Physical**

0/4000 characters used

# 3: Award Approvals

## Badges and Certificates

Badges and certificate paper is available in the 'Essentials' shop. Certificate templates are here: <https://www.dofe.org/resource-zone/co-ordinators-leaders-and-volunteers/templates/>

Please note all Gold badges and certificates come from Region and Head Office respectively.

### Coordinators, leaders and volunteers:

- [Bronze/Silver Award certificate template \(pdf 424.0 Kb\)](#)
- [Bronze/Silver certificate template PDF \(pdf 424.0 Kb\)](#)
- [Bronze/Silver certificate template WORD: BRONZE\\_certificate](#)
- [DLC licence Press Release \(doc 92.0 Kb\)](#)
- [DofE Centre Certificate \(pdf 310.0 Kb\)](#)
- [Expedition aim activity plan \(docx 17.0 Kb\)](#)
- [PowerPoint template 2017 \(pptx 7556.0 Kb\).0 Kb\)](#)
- [PR Template – general \(doc 306.0 Kb\)](#)
- [Sectional certificate template \(pdf 183.0 Kb\)](#)
- [Sectional certificate Template OLD STYLE \(pdf 185.0 Kb\)](#)
- [Sectional certificate template Ribbon style \(pdf 183.0 Kb\)](#)
- [Sectional certificate template Ribbon style WORD \(docx 6.0 Kb\)](#)
- [Sectional certificates old style \(pdf 185.0 Kb\)](#)
- [Sectional certificates old style WORD \(docx 6.0 Kb\)](#)
- [Service Level Agreement \(doc 377.0 Kb\)](#)
- [SILVER Award certificate template \(pdf 288.0 Kb\)](#)
- [Silver certificate template pdf \(pdf 288.0 Kb\)](#)
- [Silver certificate template Word \(docx 6.0 Kb\)](#)
- [Specimen Bronze Award Certificate \(pdf 1295.0 Kb\)](#)
- [Standard booking form \(doc 292.0 Kb\)](#)
- [With Thanks Certificate template \(pdf 262.0 Kb\)](#)

There are several reasons an award is not able to be verified. Gold awards cannot be submitted until the GAP tab has been completed on a participant's account. This allows us to invite them to St James's Palace. You will see a message on the section if this is the case.

You are also not allowed to Verify any award you have approved a section for.

Notification Number:	status:		
Presented to:	<i>Matt Windsor</i>	Role:	<i>Assessor</i>
Date:	<i>14/09/2016</i>	Style:	<i>PowerPoint</i>
<input type="button" value="Approve"/>		<input type="button" value="Query"/>	

### Comments

There are no comments on this section.

**Participant must complete Gold Award presentation application before final section can be approved**

## Mandatory parts on sections include:

- Marking evidence as an assessor's report
- Assessor names and positions
- Aims and goals
- Expedition presentation details
- Start point on expeditions (postcode or grid reference)