



‘Leader Recorded’

eDofE guide for Leaders of young people unable
to engage with *eDofE* because of additional
needs and cultural factors
(LO users, Co-ordinators and Leaders)

Introduction

What is 'Leader Recorded'?

From 1st April 2013 it is compulsory for all participants to be registered on eDofE. The DofE has developed functionality to allow specific Leaders (or other adults in the participant's hierarchy) to act in eDofE on behalf of participants who are unable to engage fully in the system because they have additional needs, or are prevented from using technology for cultural/religious reasons.

Participants must currently perform the following functions on eDofE themselves:

- Entering or amending all mandatory personal information and all mandatory fields.
- Adding a profile picture and thumbnail image.
- Choosing or changing section timescales.
- Completing programme plans for each of the Physical, Skills, Volunteering and Residential (Gold only) sections (should be auto approved by an adult).
- Adding Expedition aim and goals.
- Gold participants must complete the GAP tab.
- Creating an individual *Achievement Pack* once each Award is approved.

This 'Leader Recorded' functionality will allow any adult, with permission, to carry out the above functions for specific participants or groups on their behalf. The Leader will still have the full range of functionality that other Leaders have access to.

As a Leader/adult how do I get the 'Leaders Recorded' function?

Groups, centres and Licensed Organisations can apply to a DofE Region or Country Office* to use functionality known as 'Leader Recorded'. Application forms are available from Regional Offices and must be completed and submitted via the Leader's LO. The Regional Office then decides whether or not to approve the application.

If approved, the functionality can then be granted by a DofE Regional Office (or a System Administrator) via a permission. Only designated DofE Regional Office staff will be able to grant this permission to adults and participants in their Region. The Regional Office will be the main contact through which LO adults will request the 'Leader Recorded' permission.

The permission will be applied to individual participants or to a DofE group **and** specific adults who work with them. eDofE will then allow an adult with the functionality to access a 'Leader Recorded' participant account via their own adult account and have the full functionality that the participant would have. They will also be able to perform some mass actions on selected participant accounts that currently only the participant themselves can undertake.

The function is built so that an adult must be given permission first AND then individual participants or the whole group must also be 'tagged'. This is covered below:

* The DofE Charity has both Regional and Country Offices (in Scotland, Northern Ireland and Wales). However, for ease of use, throughout this document we will refer all simply A 'DofE Regions' or 'Regional Offices'.

How do I use 'Leader Recorded' functions?

For an individual participant – locate the participant's overview screen and press the 'Sign in as.....' button.

DofE Co-ordinator Find user

[Shop](#) [Sign out](#)

Participant overview: not real145 [Communications](#)

	Name: not real145	Send message
	ID number: 428615	Change group
		Change status
	DofE group: Bronze Group 1	Add level
	DofE centre: UK Services Team	Delete picture
	DofE LO: Windsor Head Office	Archive user
	DofE Region: Training	
	DofE Leaders: Test Name, test name04, test name16, Test name2, test name21	
	Last sign in: 24/01/2013	
	Status: Active	

[Sign in as not real145](#)

Are you sure? ✕

Your session will be closed and you will be logged in to eDofE as not real145. Are you sure you want to continue?

To return to your own adult account after being signed in as the participant - click the top right 'Go Back' button in the participant account.

[Yes](#) [No](#)

This will sign you in to the participant's account as the participant, with full functionality.

eDofE My Bronze DofE programme

[Home](#) [Shop](#) [Go back](#)

You are here > [Home](#)

<p>not real145 ID:428615 Enrolment date: 10/10/2011 View/edit my profile</p> <ul style="list-style-type: none"> DofE information My Bronze DofE Resources Keep safe My settings Help 	<p>Home</p> <p>My sections and progress</p> <div> <div>Doing section Volunteering</div> <div>Not started Physical</div> <div>Not started Skills</div> <div>Doing section Expedition</div> </div>	<p>Communications</p> <p>Messages: 3 (3) News Contacts</p> <p>Your Achievement Pack Remember to upload lots of good photos & info for your FREE pdf pack. CLICK FOR DETAILS</p>
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- 1) You can act as the participant in their account to edit the profile, add/edit sectional programme plans, evidence etc.
- 2) If the account is 'new' and has not been accessed before you must complete the mandatory fields on the participant's behalf: address, emergency contact, new password, ethnicity etc. at the beginning. Ensure you have agreed with your Manager and the participant what you should be entering in to their account.
- 3) Any work you submit to the nominated Leader (which may be yourself) also needs to be manually approved through your own Leader's screen.
Top Tip: As you have submitted all the work in the participant's account yourself, just use your own ALERTS screen and 'mass approve' the work to save you checking it twice!
- 4) The participant can still access their own account if you have provided the username and password, for example to upload photos etc.

- 5) eDofE will keep a record of which participant accounts you have accessed and when.
- 6) To go back to your adult account without closing the browser simply **click the top right 'Go back' button** (in red box). **Do not use** the top left back button in your browser.

For a whole Group

If a group has been 'tagged' as 'Leader Recorded', all the participants' accounts in the group are accessible to the Leader using the 'Leader Recorded' function. However you can simply work with individual participants.

There is also a new 'Leader Recorded' menu function which gives you several options of mass actions for a number of participants in the group at the same time.

eDofE Co-ordinator

Home

You are here > **Leader Recorded**

Test Name: Chelsea
ID: 121
[View/edit my profile](#)

Leader Recorded

What can you do in this section?

Here you can enter all the details on behalf of participants who have been recorded status in eDofE by their Country/Region. If you have a number of participants doing the same activity, you can enter the details. The options are:

Select participant

Create a list of the participants with the 'Leader Recorded' permission you wish to view. You can choose from three options to view a group, subgroup or individual. Only participants you are able to record all information for will appear on the list. Click on the 'key' image to open up their individual eDofE account and record details. You can only access one participant at a time. Use the 'Add timescales' 'Add programme plans' or 'Approve sections' to record the same details for multiple participants.

Add timescales

Select the timescales for multiple participants

Select participant – use the filter to list participants who have been 'tagged'. As you see below only one participant has a tag so only he appears.

Select Participant

Choose from the filters below to create a list of the participants with the 'Leader Recorded' permission you wish to view. You can choose from the three options to view a group, subgroup or individual. Only participants you are able to record all information for will appear on the list. Click on the 'key' image to open up their individual eDofE account and record details. You can only access one participant at a time. Use the 'Add timescales' 'Add programme plans' or 'Approve sections' to record the same details for multiple participants.

Location

Region: Training
LO: Windsor Head Office
Centre: UK Services Team
Group: Bronze Group 1
Status: Active

Subgroups

(Please select)

User details

ID number:
First name: not
Surname: real145

Search

ID	First name	Surname	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Log in
428615	not	real145	Bronze Group 1		10/10/2011	01/11/2011	01/11/2011	View	N/A	Key

If the after the whole group is 'tagged' – all the participants in the group will appear here.

Region: Training
LO: Windsor Head Office
Centre: UK Services Team
Group: Bronze Group 1
Status: Active

User details
ID number:
First name:
Surname:

Search

ID	First name	Surname	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Log in
71986	not	real101	Bronze Group 1				Award completed			Key
137926	Not	real130	Bronze Group 1				Award completed			Key
235273	not	real13	Bronze Group 1		01/01/2010	01/01/2010	01/01/2010	View	01/01/2011	Key
241367	not	real57	Bronze Group 1		01/04/2010	X	X	View	X	Key
137926	Not	real130	Bronze Group 1		01/01/2011	X	X	View	X	Key

Use the 'Key' symbols on the far right to sign in to the individual's eDofE account as above. The same conditions apply.

Add timescales – You may have several participants in your group who are at the same point in their DofE programme and have chosen the same timescales. You can select the timescales for multiple participants instead of going in to each account separately, to save you time.

Select the level and timescales and click on 'Continue'.

Test Name
ID: 121
[View/edit my profile](#)

DofE Information
Participation Places
Manage participants
Leader Recorded
Select participant
Add timescales
Add programme plans
Approve sections
Manage groups
Manage adults
Manage centre
News
Resources
Keep safe
Reporting
My settings
Help

CEOP REPORT
ceop.police.uk

Add Timescales

Here you can select the timescales for multiple participants at the same time. Select the level, and at Silver and Gold level whether they are direct entrants or have achieved the previous Award. The search will return a list of those participants eligible.

Select an Award level

Bronze Silver Gold

Select a timescale option(in months)

Volunteering	Physical	Skills
3	3	6
3	6	3
6	3	3

Use the filter to select the relevant participants. Remember if an individual or group isn't tagged then the participants will not show up in the list. Tick the participants and click 'Apply'.

Add Timescales Communications

You have selected Bronze Award and 6, 3, 3 timescales

Location

Region: Training

LO: Windsor Head Office

Centre: UK Services Team

Group: Bronze Group 1

Status: Active

Subgroups

(Please select)

User details

ID number:

First name:

Surname:

Search

ID	First name	Surname	Group	Level	Direct/Indirect	Select all
241367	not	real57	Bronze Group 1		Direct	<input type="checkbox"/>
425036	not	real144	Bronze Group 1		Direct	<input type="checkbox"/>
428615	not	real145	Bronze Group 1		Direct	<input type="checkbox"/>

Go Back
Apply

The system will confirm the timescales have been added to the participant's account.

Success!

✓ The timescales have been set for the selected participants.

OK

Add programme plans – You may have several participants in a group who plan to undertake a group activity for a section, or choose the same activity. The 'Add programme plans' function enables you to add the details to one sectional programme planner and allocate it to multiple participants. This will save time by avoiding having to retype the same information into each account separately.

Top tip: first check the level enrolment dates of each participant because you may want to start their section on the same date as their enrolment.

Select the section and complete the programme planner fields.

Test Name

ID: 121

[View/edit my profile](#)

- DofE information
- Participation Places
- Manage participants
- Leader Recorded
 - Select participant
 - Add timescales
 - Add programme plans
 - Volunteering
 - Physical
 - Skills
 - Expedition
 - Residential
 - Approve sections
- Manage groups
- Manage adults
- Manage centre
- News
- Resources
- Keep safe
- Reporting
- My settings

Add Programme Plans Communications

Fill in the details of the section here, then you will be able to select the participants to apply the changes to; applying the changes will set the status of the section to 'Programme Planner Approved'. It is not possible to apply change to participants who have submitted or completed their section

Physical details

* Section Start date:

* Type/category of activity:

* Detailed activity chosen:

* Where are you going to do it?

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

* Who is going to assess you (Name)?

* What position do they hold?

Assessor's email:

Assessor's telephone no:

Continue

Complete the filters to show the available participants.

Location Region: <input type="text" value="Training"/> LO: <input type="text" value="Windsor Head Office"/> Centre: <input type="text" value="UK Services Team"/> Group: <input type="text" value="Bronze Group 1"/> Status: <input type="text" value="Active"/>	Subgroups <input type="text" value="(Please select)"/> User details ID number: <input type="text"/> First name: <input type="text"/> Surname: <input type="text"/>	Levels <input checked="" type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> All
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Select the relevant participants and click 'Apply'. Remember if an individual or group isn't tagged for 'Leader Recorded' or the section start date you entered is too early, the participants won't appear in the list.

ID	First name	Surname	Group	Level	Select all
241367	not	real57	Bronze Group 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
425036	not	real144	Bronze Group 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go Back Apply

Approve the action and then the system will confirm the action.

Are you sure?

Are you sure you want to record and approve the programme plan for the selected participants?

Yes No

Success!

The Skills section programme planner have been recorded and approved for the selected 2 cases.

Add programme plans to Expedition section – Leaders are able to add most of the information required in a participant's Expedition section using 'Expedition set up' under 'Manage participants', however participants are still expected to add their own Qualifying expedition Aim and goals. This functionality allows Leaders with 'Leader Recorded' permissions to add these elements on behalf of tagged participants.

Add Programme Plans

Here you can set up the participants qualifying expedition Aim and Goals for multiple participants in a group with Leader Recorded permissions at the same time. Use 'Expedition set up' under 'Manage participants' above for other aspects of the Expedition section, including the Qualifying Expedition. The search will return a list of those participants eligible.

* Aims:

* Goals:

Continue

Approve sections – As a Leader with a 'Leader Recorded' group, you may have entered the same sectional details into the accounts of several participants. This functionality enables you to you choose to mass approve selected sections from one screen rather than manually having to go into each participant's account to approve them. **Note:** this works in the same way as the 'directly approve' function where you can approve sections even if they are draft/just submitted etc. providing the programme plan and Assessor's report are in place and the minimum timescales have been reached.

Select the filter to find the relevant participants. Remember if an individual or group isn't tagged, then the participants won't appear on the list. Tick the relevant sections and click 'Approve'.

Test Name
ID: 121
[View/edit my profile](#)

DofE information

Participation Places

Manage participants

Leader Recorded

- Select participant
- Add timescales
- Add programme plans
- Approve sections**

Manage groups

Manage adults

Manage centre

News


Resources

Keep safe

Reporting

My settings

Help

 CEOP REPORT
ceop.police.uk

Approve Sections

Here you can mass approve any section where all of the requirements have been met for multiple participants at the same time. Select the location and the section(s) you wish to approve and the press 'Approve'.

Location

Region: Training

LO: Windsor Head Office

Centre: UK Services Team

Group: Bronze Group 1

Status: Active

Subgroups
(Please select)

User details

ID number:

First name:


Surname:

Search

ID	First name	Surname	Group	Level	Volunteering Select all	Physical Select all	Skills Select all	Expedition Select all	Residential Select all
287837	Irene	Oliver	Bronze Group 1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	n/a	n/a
282077	not	real118	Bronze Group 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a	Not started	n/a	n/a
235273	not	real13	Bronze Group 1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
428615	not	real145	Bronze Group 1		<input type="checkbox"/>	PP submitted	PP submitted	n/a	n/a
547087	not	real152	Bronze Group 1	<input type="checkbox"/>	<input type="checkbox"/>	Not started	Not started	<input checked="" type="checkbox"/>	n/a


Confirm the action

Please confirm:

 Are you sure you want to approve all the selected Sections?

The system will summarise all the section approvals in this grid below. If the system indicates a 'failed' section, then place your cursor over the number and it will inform you why it failed.


Success!



Section	Total Selected	Total Approved	Directly Approved	Total Failed
Volunteering	1	0	1	0
Physical	0	0	0	0
Skills	0	0	0	0
Expedition	0	0	0	0
Residential	0	0	0	0

If the section is the last one to be approved then this warning appears, you will need to select 'Approve' or 'Cancel'.

Please confirm:

 This action will approve the final section for the following participants and send their award to the LO for approval. Press the 'Approve' button to continue, or cancel if you wish to check the individual participants entire Award or add comments before approving:

- not real13 (ID: 235273)'s Gold award.

Troubleshooting

What do you mean when you say that the 'Leader Recorded' functionality is only available to participants with additional needs or whose usage of eDofE is affected by a particular cultural factor?

The DofE works with a huge range of participants, from a variety of backgrounds and is committed to making its programme available to all young people. Those with additional mental or physical needs may not be able to fully utilise eDofE. Other young people may be prevented from using eDofE if they are from a community who do not wish to use the internet or other technology. The 'Leader Recorded' functionality in eDofE has been developed to ensure that young people from these groups are able to engage with a DofE programme. The decision on whether or not to grant access to the 'Leader Recorded' functionality is made by the relevant DofE Regional Office based on specific local / individual circumstances.

After selecting the filters none of my participants have shown up in the list, why?

This is because either the participant was not tagged or the group was not tagged. Contact your LO Manager first to find out if the application to switch on the 'Leader Recorded' tag was approved and actioned.

Why can't I see the 'Leader Recorded' functionality?

This functionality is restricted to those who might need it. Regions make LOs aware of its existence so that they can propose groups who might require it.

What happens if I move a participant into a tagged group?

They will automatically become a 'Leader Recorded' participant as the permission goes with the group.

What happens if I move a participant out of a tagged group into another group without 'Leader Recorded' permission?

They will automatically retain the 'Leader Recorded' permission until it is specifically removed by a designated Regional user. However, unless an adult connected to their new group has the 'Leader Recorded' functionality they will not be able to access it. This same logic works when a participant moves from one LO to another LO or centre to centre.

Top Tip: Inform the new Leader of the participant that their account is 'tagged' or ask the participant to remind their new Leader as they will need the permission to access the functionality.

Can the participant still access their own account?

Yes – if they have the username and password. The participant may wish to see their progress or use some of the functionality, for example with help from a parent.