

Your School DofE Logo HERE

Dear Parents/Guardians

It has now been approximately <insert time here> since your child started their Bronze/Silver ~~delete as appropriate~~ DofE Award. Hopefully they have managed to engage in activities for the required timescales of each section and are looking towards completing their Programme shortly. This information will help explain how your child can complete their DofE Award and I would be grateful for any support or encouragement you can provide as many participants find these last steps challenging to achieve.

For each section undertaken, an assessor (who is not a member of the family) should have been agreed. This will be a suitably qualified or experienced person who can write a report verifying your child's attendance, goals and achievements throughout the activity. This is the minimum evidence required to complete a section and they will need to ask their assessor for this written report when they have completed the required sectional timescale. Their assessor can either:

a) Complete a written report using the tear out page in the **Assessor Guidance Notes**. This can then be scanned or a photo taken and uploaded onto the relevant section on their eDofE account. This should be marked as the assessor's report, rotated to be upright and legible, and then submitted for approval, or;

B) Write an online report by visiting www.DofE.org/assessor. If using this option your assessor will need the eDofE ID number and the level and the dates of the section as per the programme planner. These reports appear on the group Leader's eDofE account before being forwarded to your child's account (so will not immediately be viewable by your child).

Full instructions on how to complete each section is also in the **Assessors Guidance Notes** at the back of the **DofE Welcome Pack**.

Additional evidence such as photos, certificates, diaries etc can be uploaded in the same way as the assessor's report, or to really speed things up there is a mobile site available at <https://m.edofe.org>. Your child can complete planners and send evidence straight from their phone on this account, provided they have first logged in and entered their basic information from a computer.

For the **Expedition section** the reports from the assessors have all been completed for the teams and submitted to their accounts. I have set up the dates for all the training, practice and qualifying expedition but in order to complete this section your child **MUST** log on and **SUBMIT FOR APPROVAL** their qualifying expedition:

Aims – this is the team aim which their expedition presentation will be based on and

Goals- this is their personal objectives for the expedition

When the final section is completed and approved by the Leader their account will read 'submitted to LO'. The Centre's internal verifier will check the evidence and activities and provided it meets the DofE requirements approve it. Their account will then read Award

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Completed. Your child will be awarded with their DofE certificate and badge in the presentation assembly on **<insert date if appropriate>**.

If your child has not completed their DofE programme by this date please keep this information in a safe place for use at a later date. Their eDofE account will remain with the school and they can continue to upload information and submit this for approval; however the certificate and badge will be posted if they have left the school. If they move to another establishment and wish to progress to another level of DofE their account can be transferred and this level added (**please retain their eDofE ID number to allow the account to be moved**). At this point the former Leader will not be able to see them any more so please ensure any issues which may require their assistance are dealt with before they leave to minimise complications for their new DofE leader.

We hope this information is helpful and we look forward to seeing Leader's eDofE accounts buzzing with evidence to approve in the forthcoming months. If you have any further questions about your child's DofE programme then please do not hesitate to contact **<Leader>**.