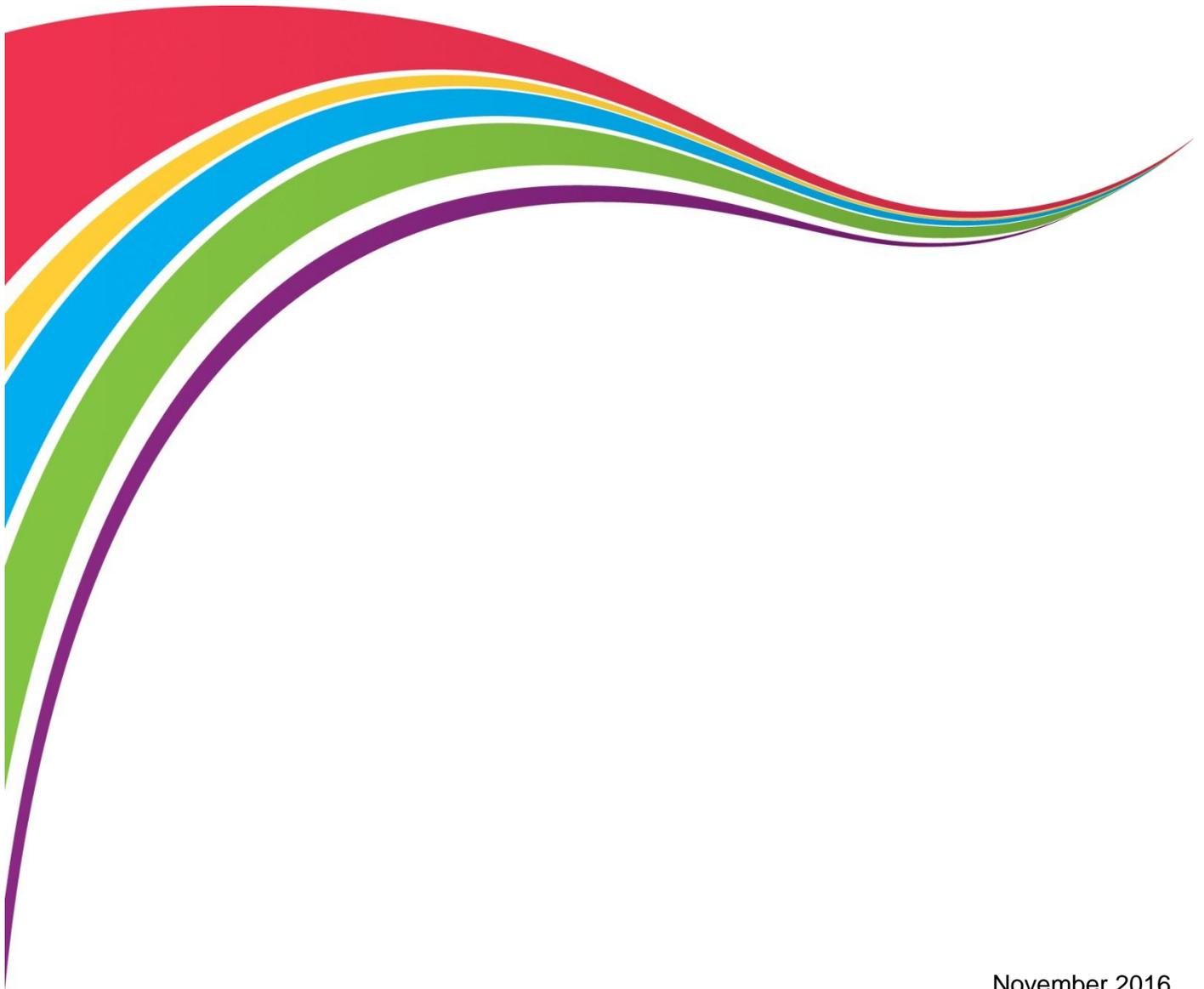




CENTRAL
ENGLAND

DofE Information Pack
Directly Licensed Centres
Schools



Introduction to the DofE Information Pack

Welcome to the *DofE Information Pack*. This resource has been developed to provide all the necessary information to organisations that are looking to run the DofE under their own Operating Licence and become a Directly Licensed Centre (DLC). It is aimed at decision makers and staff to give a comprehensive outline of the resources required to establish a successful and sustainable DofE programme.

Contents

Section One: Becoming a Directly Licensed Centre	3
The Duke of Edinburgh’s Award	3
Resourcing the DofE programme	4
How many support staff?	4
Staff roles and training requirements	5
Section Two: Responsibilities of a DLC	6
Licence.....	7
Required Policies	7
Management of the Expedition Section	8
Using Approved Activity Providers (AAPs).....	8
Section Three: Support and Resources	9
What support will you receive?	9
A sample academic year programme	11
DLC Licensing Process	12

Contact Us:

The Duke of Edinburgh's Award,
 1st Floor Offices, Arthur House,
 21 Mere Green Road,
 Sutton Coldfield
 Birmingham
 B75 5BL

Phone: 0121 308 9470

Fax: 0121 308 5561

Email: centralengland@DofE.org

www.DofE.org/CentralEngland

Follow us!  @DofECentral

 DofECentral

Section One: Becoming a Directly Licensed Centre

The Duke of Edinburgh's Award

The Duke of Edinburgh's Award is the world's leading achievement award for young people. We are a Charity. We aim to create a world where young people can reach their full potential whatever their circumstances. Our ethos is to give every young person between the ages of 14 and 24 a chance to do their DofE and succeed, whilst developing their skills for life and work.

Taking part in the programme builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their DofE. The benefits of the programme are not just apparent to the participants themselves, but can be seen within the family, the community and by future employers.

By doing their DofE programme, young people are involved in a framework of positive opportunities, encouraging them to develop these characteristics. They can improve their basic skills, develop key skills and learn practical skills for the workplace. They can demonstrate to potential employers qualities such as reliability, commitment, decision-making, planning, communication, leadership and the ability to work as part of a team. From recognition of their achievements, young people who have completed their DofE programme and achieved an Award develop the self-confidence and motivation to pursue personal and professional goals well into their adulthood.

The DofE programme not only improves employability, but it gives young people the drive to turn employability into employment.

Putting it in to perspective

The United Learning Trust (ULT) published the results of a major survey, undertaken by them in association with Ratcliffe Hall Ltd., focusing on the methods major employers used for the selection of new employees. It was primarily about graduate recruitment and asked for the employers' views on the attributes that were most attractive in candidates. The organisations interviewed were all major employers, representing 12% of all UK employers, 3.6% of the private workforce and 47.5% of the public sector.

The organisations were asked what attributes and characteristics they valued as key determinants in the selection of employees. The sample was asked what they considered to be the most important activities undertaken at school and were asked to rate them from 1-5, with 1 being the highest:

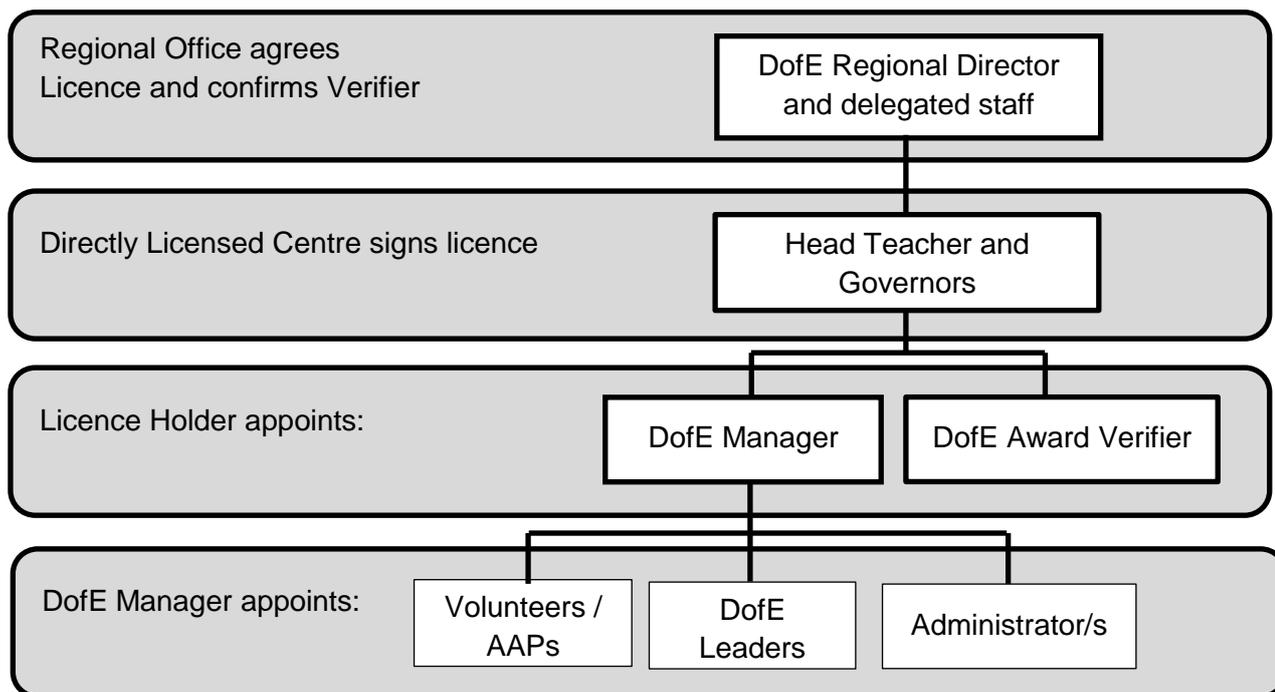
Rank	Activity undertaken at school	Average score
1	The DofE	1.96
2	Work experience	2.00
3	Community activities	2.04
4	World Challenge	2.16
5	Young Enterprise	2.20
6	Team sporting activities	2.28
7	Youth awards	2.28
8	Public speaking/debating	2.32
9	County/national sports	2.36
10	Interview skills	2.44

These results are a great endorsement of the benefits that participating in a DofE programme can provide for a person's employability prospects.

Resourcing the DofE programme

A crucial part of being a DLC is having the appropriate support and resources required for the demand within the centre. While there is a responsibility for the DLC to support and encourage participants through their Volunteering, Physical and Skills sections, these sections are typically managed by participants themselves and it is the provision of the Expedition section which tends to require the most resources.

To ensure success, sustainability and to maintain the quality of the DofE programme, it is a requirement of the DLC Licence that the following structure is followed:



How many support staff?

To get value for money from your licence fee and to support your equal opportunities policy, ideally you would be working towards offering the DofE opportunity to as many young people that would like to give it a go. The best approach is to get a team of people involved in running the DofE, which means less work for everyone and more chance of sustainability when a member of staff moves on.

The next page details the different roles and the required training courses. Some people will choose to do one role whilst others may choose to do several. The delivery of DofE is very flexible and your Operations Officer will help advise you on what the best options may be for your school. They can also put you in touch with other local schools if you want to see what is happening elsewhere.

Please speak to your Operations Officer if you have any queries

Staff roles and training requirements

Role	Required Training
<p>DofE Licence Holder: The person responsible for signing the licence and holding responsibility for adhering to the terms of the licence. This person is likely to be the Head Teacher or Chair of Governors of the DLC and will provide financial support and allocate/allow staff time for delivery.</p>	None
<p>DofE Manager The person who assumes overall responsibility for the day to day operations of the DofE. The DofE Manager will recruit and train Leaders and volunteers and will promote the benefits of the DofE to other members of staff within the organisation and to parents. In a large DofE Centre it may be helpful to also have an administrator to support the DofE Manager.</p>	<ul style="list-style-type: none"> - e-Induction (Free) - Introduction to the DofE (IttDofE) - DofE Managers Induction (Free) - eDofE Training (delivered at your school- Free) <p>Managers who have been DofE Leaders for a considerable period of time without having attended an IttDofE course should speak to their Operations Officer</p> <p>If involved with the expedition section then the ESTC course is recommended.</p> <p>If assessing Expeditions then EAAS is mandatory</p>
<p>DofE Verifier The person responsible for the verification and awarding of DofE Awards. This person must be approved as an Award Verifier by the Director of the CE Regional Office. This role could be performed by an administrator at your school. The verifier cannot be involved in DofE in any other way as needs to be independent of delivery.</p>	<ul style="list-style-type: none"> - e-Induction - Introduction to the DofE (IttDofE)* - DofE Verifiers Training. <p>*Central England Regional Office offers a combined IttDofE and Verifiers training course.</p>

<p>DofE Leaders A person responsible for a group of participants, ideally no more than 30 young people. The role is a mentoring one, helping young people to find activities to fit and encouraging to completion.</p>	<ul style="list-style-type: none"> - e-Induction - Introduction to the DofE (IttDofE) - eDofE Training
<p>DofE Expedition Supervisors Ensures the safety of the participants whilst on an expedition and also maintains the standards of the DofE. The number required will depend on your off site policies. AAPs (Approved Activity Providers) can provide these if you do not have any 'in house'. More information on using AAP's is on page 8</p>	<ul style="list-style-type: none"> - e-Induction <p>Expedition Supervisor Training Course, if this is not undertaken the DLC must show that the Supervisor has equivalent knowledge in the supervision of DofE Expeditions</p> <p>The Licensed Organisation offsite visits policy will dictate:</p> <ul style="list-style-type: none"> - a process of checking that staff are suitably qualified for their role - an outline of the ratios of staff to participants in different environments - an outline of the technical qualifications and/or experience staff need to have to supervise groups
<p>DofE Expedition Assessors To assess the expedition and confirm completion of the 20 conditions. Also can be provided by AAP, especially if you are buying in the supervision. You may also have some local volunteers willing to help.</p>	<ul style="list-style-type: none"> - e-Induction - EAAS online learning Modules - EAAS Course
<p>eDofE Mentor (eg. Gold participant) If you have pupils 16+ doing Gold, we can train them to support your Bronze / Silver cohort with eDofE. The Gold participant can use this for their Volunteering section if it fits the timescales required.</p>	<ul style="list-style-type: none"> - eDofE training (a syllabus is available for any Leader to follow)

All training courses offered are listed at www.DofE.info/CentralEngland

Section Two: Responsibilities of a DLC

Licence

A copy of the licence is available to download from www.DofE.info/go/CDLC

It is advisable that you download this prior to starting the licence process to understand what is required of a Licensed Organisation.

Required Policies

To complete the licensing process the Head Teacher / Principal will be asked to sign a declaration that the following policies are in place as required by the terms of the licence:

Child Protection

The majority of organisations will already have a child protection policy. If you don't have a policy in place advice can be sought from the NSPCC.

Health and Safety

Most organisations will have a policy in place; if assistance is required in developing a policy contact the Health and Safety Executive.

Equal Opportunities

All DofE Licensed Organisations need to reflect the DofE statement found in The Handbook for DofE Leaders:

'There is no room for discrimination within the DofE. And by that we mean treating a person less or more favourably than another on the grounds of age, race, ethnic origin, nationality, gender, marital status, sexual orientation, disability, health, creed, religious beliefs, class, financial status or caring responsibilities'.

Insurance

The insurance should at a minimum cover £5,000,000 for any one occurrence for both Employers and Public Liabilities.

All of the above policies will be standard within an organisation and do not need to make specific reference to the DofE.

Offsite visits policy

The Offsite visits policy must include:

- a process of checking that staff are suitably qualified for their role
- stating which individual is responsible for checking staff
- an outline of the ratios of staff to participants in different environments
- an outline of the technical qualifications and/or experience staff need to have to supervise groups

Whilst every organisation will have an offsite visits policy, it is essential that the organisation checks that the above requirements are included in their offsite policy, as some offsite policies may not include the items above.

Help on developing a policy can be gained from:

- Outdoor Education Advisers' Panel OEAP
<http://oeap.info>
<http://oeapng.info/guidance-documents>
- Adventurous Activities Licensing Authority AALA
www.hse.gov.uk/aala
- Scottish Advisory Panel for Outdoor Education SAPOE
www.sapoe.org.uk

Management of the Expedition Section

Licensed Organisations (DLCs) are responsible for the safety and well-being of participants. A Licensed Organisation is therefore responsible for approving their Supervisor's and Assessor's experience and/or qualifications. All Expeditions must operate within your Licensed Organisations off site visits policy.

If a DLC is purchasing an approvals service from the Local Authority or is still a Local Authority school then the Local Authority's Off Site Approvals processes must be adhered to, this will include working to any set ratios or qualifications as required by the Local Authority.

The Expedition Supervisor is responsible for the suitability of expeditions, safety aspects, the adequacy of the training of the young people and the emergency procedures. Supervisors need to be suitably competent, meeting the Licensed Organisations requirements. It is essential that appropriate risk assessments, preventative actions, emergency procedures and reviews are completed for all expeditions to ensure the safety of the young people involved and of course, compliance with the 20 Conditions (see pages 12/13 of the *Expedition Guide 13th Edition*).

Parents and carers must be told what a DofE Expedition entails. They need to understand what their young person will be doing and the steps taken to ensure their safety, welfare and enjoyment.

If you have any specific queries that are not covered in this guide or other published materials please contact your Operations Officer who will be able to support you.

Using Approved Activity Providers (AAPs)

If a DLC does not have enough suitably qualified or experienced staff to supervise the Expedition Section then services of an AAP should be purchased.

The DofE licenses external organisations that provide opportunities for the Expedition and Residential sections. These opportunities have been proven to meet our conditions and so can count towards the achievement of an Award. We call these partners Approved Activity Providers.

They can be commercial organisations or charities and are usually able to provide a section in its entirety, including accredited assessments and providing assessor reports on eDofE.

Please note that the AAP licence does not guarantee the suitability of an AAP in terms of health and safety or its financial stability. AAPs must meet all of the requirements of the DLC Off-site visits Policy, with regards to notifications and qualifications.

Whilst a DLC cannot reject an AAP programme on the grounds of applicability to the DofE conditions, each DLC has the final say on the appropriateness of the health and safety procedures and policies. A list of current AAPs is set out at www.DofE.info/AAP.

If a DLC has concerns about the appropriateness of a programme offered by an AAP, they can report this to the AAP team at the DofE's Head Office, at aap@DofE.org.

More information is available for download from www.DofE.info/go/CDLC

Section Three: Support and Resources

What support will you receive?

- You will receive operational support from an allocated Operations Officer that are only a phone call or email away. Operations Officers are the main contacts for all Licensed Organisation DofE Managers. There are a number of Operations Officers in this Region, all responsible for a geographical area. Visits to your organisation are all part of your support package and these will be arranged when necessary both during and after licensing.
- The Regional Administration team are available 9am-5pm Monday to Friday and they will support you with Gold Awards, training bookings and general programme enquiries.
- Part of the licensing process is attendance at a DofE Managers Induction where new Managers come together to gain the extra knowledge they will need. There is no cost to the training.
- DofE Managers will receive a comprehensive delivery resource pack once the licence is in place. This will be delivered directly to you at school.
- eDofE training for all core staff involved will be delivered at your school at an appropriate time; to as many staff as required.
- The DofE Manager will be invited to a minimum of two 'cluster' meetings per year organised by the Regional Office which will take place in your local area with local schools. This is where you will receive Regional and National updates, advice, guidance, and a chance to network with Managers of other DLCs to discuss methods of delivery etc. Licence signatories must ensure that DofE Managers are released to attend these meetings.
- Your verifier will receive full training and support, with visits to your school as necessary.
- You will have direct access to resources and documents to enable you to develop the DofE within your organisation.
- You will receive a bi-annual 'Managers Update' email which will contain an operational update, specifically aimed at DLC Managers.

A dedicated web page for organisations currently in the licensing process has lots of useful downloads. Including:

- DLC Licence
- ASL Credit agreement and forms
- Licensing Flowchart
- Links to expedition documentation
- Role descriptors for Manager and Verifier
- All 3 levels Bitesize planners
- DLC sample enrolment form
- Managing Expeditions in a DLC
- AAP flyer
- Sample yearly calendar

All this and more available at
www.DofE.info/go/CDLC

Begin at Bronze, Strive for Silver or Go for Gold?

There are three levels to the DofE; Bronze, Silver and Gold. For those young people who are new to The DofE, Bronze and Silver are a great way to introduce young people to the DofE whilst encouraging long term commitment and progression upon completion.

The table below helps to outline the requirements of each level, and which students it might be most suitable for.

Level	Minimum Age & Timescales	Suitable for:
Bronze	<p>Year 9 (participant turns 14 in current academic year)</p> <p>Volunteering, Physical and Skills for three months each (at an average of an hour per week) and then one section for a further 3 months</p> <p>A 2 day, 1 night expedition, with training and a practice beforehand.</p>	Year 9 students
Silver	<p>Year 10 (participant turns 15 in current academic year)</p> <p>6 months to an academic year if Bronze has been completed, otherwise at least 12 full months.</p> <p>Volunteering for a minimum of 6 months, Physical and Skills one for 3 months and one for 6 months</p> <p>Again based on an average of an hour per week Those not having completed Bronze will need to do one of the longer sections for 12 months instead of 6 months.</p> <p>A 3 day, 2 night expedition, with training and a practice beforehand.</p>	<p>Year 10 students</p> <p>This leave year 11 clear to finish remaining sections, and to concentrate on exams.</p>
Gold	<p>Age 16 +</p> <p>12 full months minimum if Silver has been completed, otherwise at least 18 months</p> <p>Volunteering for a minimum of 12 months, Physical and Skills one for 6 months and one for 12 months</p> <p>Again based on an average of an hour per week Those not having completed Silver will need to do one of the longer sections for 18 months instead of 12 months.</p> <p>A 4 day, 3 night expedition, with training and a practice beforehand.</p> <p>A Residential experience of 5 days and 4 nights</p>	Year 12 and above

A sample academic year programme

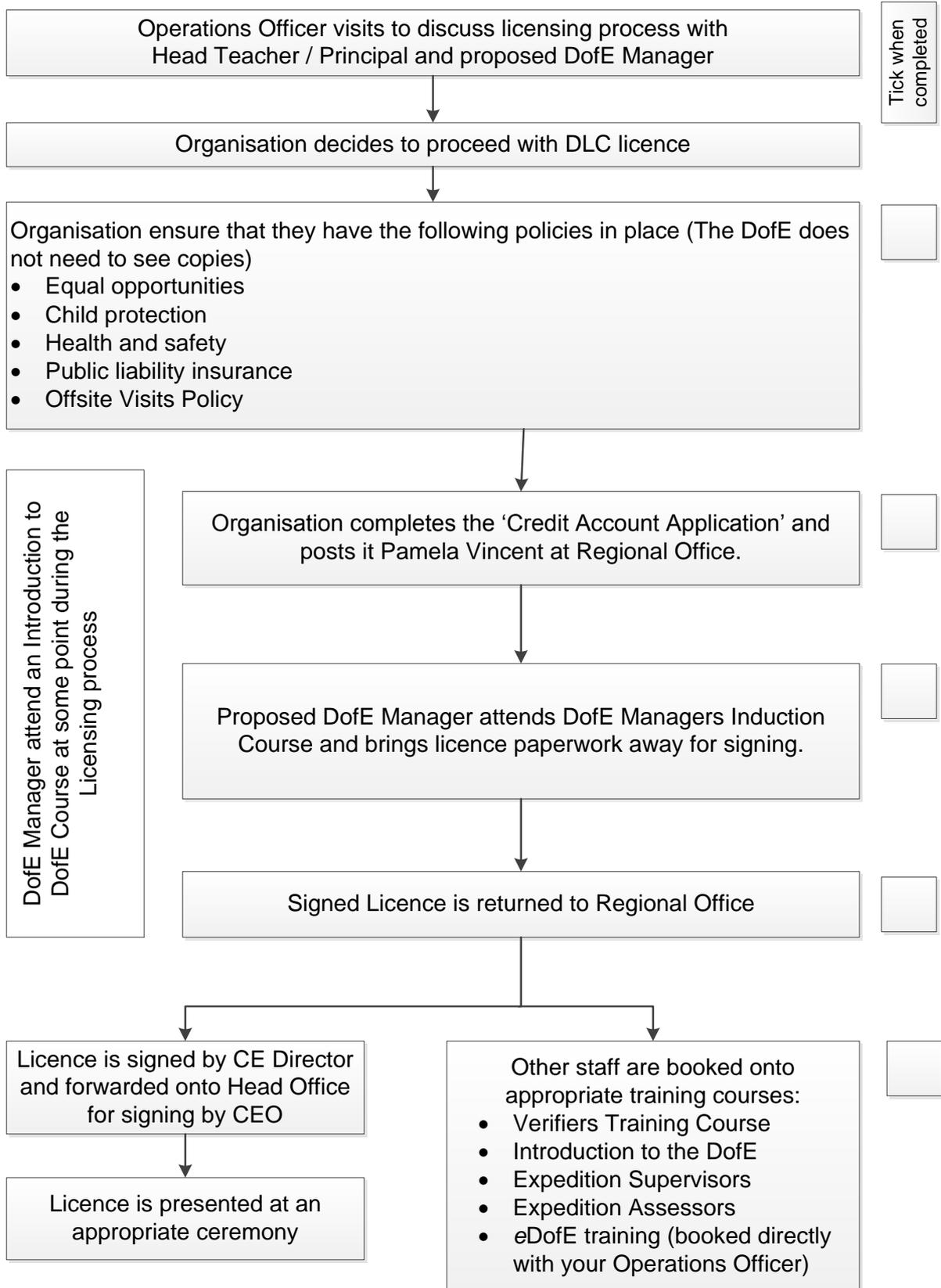
Year 9	Autumn Term	Spring Term	Summer Term	
Leader activity	Recruitment and parents' evening.	Monitor eDofE and promote sectional completions.	Confirm participants have completed three sections prior to assessed expedition.	Complete programmes, submit to Verifier and celebrate success.
Volunteering	Enrolment of participants and eDofE sign in session.	Undertake activities for 3 or 6 months.		
Physical		Undertake activities for 3 or 6 months.		
Skill		Undertake activities for 3 or 6 months.		
Expedition		Expedition training and preparation.	Practice and assessed expedition and presentation.	

Year 10	Autumn Term	Spring Term	Summer Term	
Leader activity	Recruitment and parents' evening.	Monitor eDofE and promote sectional completions.	Confirm participants have completed three sections prior to assessed expedition.	Complete programmes, submit to Verifier and celebrate success.
Volunteering	Enrolment of participants and eDofE sign in session.	Undertake activities for 6 months; if direct entrant one section needs completing for a full 12 months		If a participant is a direct entrant remind them to continue with activities over the summer to complete in autumn of year 11.
Physical		Undertake activities for 3 or 6 months; if direct entrant one section needs completing for a full 12 months		
Skill		Undertake activities for 3 or 6 months; if direct entrant one section needs completing for a full 12 months		
Expedition		Expedition training and preparation.	Practice and assessed expedition and presentation.	

Year 11 – Going for Gold

As participants reach 16 years old, remind them that they can enrol for Gold and if they want they can start their Volunteering, Physical and Skills sections. Give participants a residential approval form and direct them to the DofE website for Residential opportunities www.DofE.org/finder

DLC Licensing Process



If at any point you would like to check your licensing progress please contact Pamela.Vincent@DofE.org 0121 308 9470