

# Course Director and Tutor application process (guidance notes)

## Background

The Duke of Edinburgh's Award welcomes applications from potential Course Directors and Tutors to deliver DofE Leadership Programme courses (DofELP).

The DofE Leadership Programme consists of three modules: **Teamwork/Leadership Skills, Managing a DofE Group** and **Practical DofE Leadership**. In addition to this, there are pre-course requirements.

Course Directors/Tutors of the Teamwork/Leadership Skills modules and/or the Managing a DofE Group module will automatically be able to verify completion of the Practical DofE Leadership module.

## What is the difference between the role of a Course Director and Tutor?

A Course Director is responsible for planning and delivering the course and ensuring that all of the learning outcomes of the relevant module of The DofE Leadership Programme course are met. A Tutor supports the Course Director in achieving this and often takes responsibility for delivering specific sections or aspects of the course.

## Applications

If you meet the criteria below for Course Directors/Tutors then you should complete the relevant Course Director/Tutor application form (MTF/2). This should then be forwarded to the DofE Regional/Country Office for approval, or to DofE Head Office for National Operating Authorities.

## Course Directors

The information below gives the requirements for those who wish to become a Course Director or Tutor.

Licensed Organisations/AAPs must liaise with their DofE Regional/Country/Head Office when looking to appoint Course Directors and Tutors as it is important to recognise that both of these posts will require tutoring and mentoring skills. Candidates must not be chosen purely on the fact that they hold outdoor qualifications or national governing body qualifications.

Those wishing to become a Course Director will:

- Have tutored on at least two Teamwork/Leadership Skills or Managing a DofE Group courses.
- Have attended a Teamwork/Leadership Skills or Managing a DofE Group Director/Tutor orientation course.
- Have a sound working knowledge of the DofE.
- Have experience or qualifications in training as approved by the DofE Regional/Country/Head Office which could include:
  - Attendance at a DofE Train the Trainer course
  - Having a CIPD Certificate in Training Practice
  - Attendance at a Train the Trainer programme run through a Licensed Organisation
  - Having training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office
- Have been approved through the DofE Regional/Country/Head Office.

In the main Tutors will be identified by Licensed Organisations/AAPs and by Course Directors. They must fulfill the following criteria prior to delivering the course:

- Have observed a Teamwork/Leadership Skills or Managing a DofE Group course.
- Have a sound working knowledge of the DofE.
- Have experience or qualifications in training as approved by the DofE Regional/Country/Head Office which could include:
  - Attendance at a DofE Train the Trainer course
  - Having a CIPD Certificate in Training Practice
  - Attendance at a Train the Trainer programme run through a Licensed Organisation
  - Having training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office
  - Be approved through the DofE Regional/Country/Head Office.

Potential Course Directors or Tutors should complete the application form (MTF/2) and submit this to their Licensed Organisation/AAP for approval. This should then be forwarded on to the DofE Regional/Country Office for approval, or to DofE Head Office for National Operating Authorities.

### **Teamwork/Leadership Skills or Managing a DofE Group orientation course**

The orientation courses for Course Directors and Tutors will allow individuals to become familiar with the course resources, processes, programmes and other support materials.

It is envisaged that orientations may be run for the individual elements of The DofE Leadership Programme (i.e. Teamwork/Leadership Skills and Managing a DofE Group), or they may be rolled into one.

Each individual attending an orientation course will receive a link to resources enabling them to start delivery. Please contact your DofE Regional/Country/Head Office to attend an orientation course.

### **Quality and monitoring**

It is recognised that The DofE Leadership Programme will require a robust and reliable quality and monitoring system which will ensure consistency of experiences across the UK.

All courses will be monitored from time to time by someone of Course Director status. This will be undertaken in a constructive and supportive way, and the outcomes will be recorded and sent to the DofE Head Office.

It is expected that a Course Director/Tutor will carry out at least two courses per year (January – December). This will be monitored and if an individual has not completed a course over a two year period will be asked to come off the delivery team.