

## Next steps: (converting Licensed Organisations)

The DofE Central England Regional Office (CERO) would like to thank you all for ensuring a smooth transition during the LO process.

We have provided you with lots of information and resources already and we hope this *Next Steps* guide will give you a quick overview of different processes and will signpost you to the resources where you can find more detailed help and advice.

Please take time to read through this information and note the majority of forms and resources referred to in this guide can be found at:

\*1 [DofE.org/cdlc](https://DofE.org/cdlc) or

\*2 [DofE.org](https://DofE.org)

### Dedicated webpage for LO Managers:

Many of the resources mentioned in this guide, that are relevant to Managers in Central England, can be found on our hidden web page on the DofE website: [DofE.org/cdlc](https://DofE.org/cdlc). Please bookmark this page as you cannot search for it.



### 1. Support and resources

**Support from Operations Officers and administration teams:** Your Operations Officer is your day to day contact, available to assist you with queries, eDofE support, training course advice, funding availability, programme issues and much more; please do not hesitate to contact them.

For enquiries regarding licensing, adult training, Gold approvals or if your enquiry is urgent and your Operations Officer is not available, please contact the administration team (Monday-Friday 9am-5pm).

To identify the most appropriate member of the team please go to [DofE.org/ceteam](https://DofE.org/ceteam).

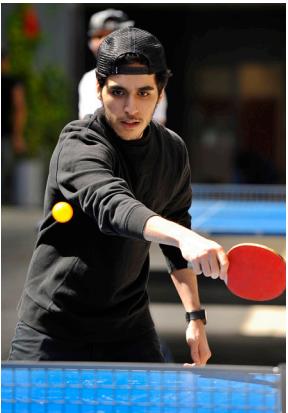


We will be updating it with resources for you to aid the smooth running of your centre. Please check back regularly.

### Online DofE resources:

- The DofE website and the Resource Zone within eDofE hold a range of resources and free downloads.
- The Resource Zone within eDofE allows you to search for documents, many of which are also available via the downloads page of the main DofE website: [DofE.org/downloads](https://DofE.org/downloads).
- The schools' calendar ([DofE.org/schoolcalendar](https://DofE.org/schoolcalendar)) has tips and ideas for actions on a month-by-month basis.
- **eDofE resources and news:** Your eDofE accounts are being populated with resources and news features. These are uploaded to the relevant roles so, if you have more than one role on eDofE, please be aware that the information may differ. You can add news and resources relevant to your organisation and Leaders and/or participants.





## 2. The LO Licence

An up-to-date copy of the full LO Licence can be found at \*1. Below are a few key Licence points for Managers to be aware of:

**Awards gained/approvals:** Other than eDofE, we do not have access to any of the databases which hold previous Award history, as such, we ask for any Bronze and Silver Awards which were achieved offline to have a scanned copy of the previous level certificate added as evidence to the participant's new level on eDofE to ensure swift approvals of any new Awards.

**Statistical periods:** The DofE's statistical period runs from 1 April to 31 March and we ask all Licensed Organisations to complete as many enrolments and completions on eDofE to ensure we keep accurate and up-to-date records of activity.

**Staff qualifications:** As part of the licence, we require all centres to keep records of their staff/volunteers' qualifications. We have a template record sheet\*1 that you may use. Please ensure accurate records are kept.

**The DofE Brand Centre:** This can help you to produce co-branded resources with the DofE logo and your centre's logo for free. We do have guidelines that need to be adhered to when using the DofE logo. Download a practical brand guide and a DofE logo for your group from [DofE.org/logo](http://DofE.org/logo).

**The DofE strategy:** The DofE's strategy is focussed on improving participation (reducing barriers and capping and utilising AAPs), completion rate of at least 50% at all levels, increased participation with disadvantaged young people and eDofE engagement, whilst ensuring the quality of Awards. As part of the ongoing reviews and management of the licence, we will be working closely with you to write a development plan. We have many resources to help LOs support the DofE's strategy, such as 'Completions Matter', offering the DofE as an 'Alternative Curriculum', 'How to use an AAP' and increasing your volunteer team with our *DofE Volunteer Toolkit*\*1.



**DofE Manager meetings:** As part of the licence agreement, we host two/three DofE Manager meetings/events per year, usually February/March and October. We will run these in the local area to reduce travel costs and time, as well as to foster better networking opportunities between neighbouring centres. If your centre is happy/able to host the next meeting with refreshments, please let your Operations Officer know.

**Reviews:** At the end of the LO's licence period a formal licence review will be conducted by your Operations Officer and yourself as Manager, and where applicable the licence signatory. This is to enable a review of the LO and to look at future developments in line with the DofE Strategy and the centre's plans.

## 3. Purchasing from Award Scheme Ltd (ASL)/the Shop

ASL purchasing – If you have not already done so, please complete and forward the Credit Account Application.\*1 With an ASL account you, and anyone else nominated on your account, will be able to:

- Purchase Welcome Packs/Participation Places.
- Purchase resources and other merchandise from the shop on a 30 day credit agreement.

The DofE financial period is 1 April to 31 March. Invoices for full year fees will be sent out on 1 April annually by ASL, which may mean that you will receive two invoices in your first year as an LO, depending on when you became licensed. All licence fees are subject to VAT at the current rate and may be subject to annual increases.

When filling out the application form consider adding your Bursar or centre finance manager. Once set up anyone nominated on the application will be able to place orders.



When purchasing items, you are able to enter a purchase order number at the checkout, to satisfy your accounting department requirements. Your ASL account is linked to your Manager's eDofE account and login details, please ensure you are therefore using your Manager details rather than any other eDofE accounts you may have. If you have received confirmation of your LO licence and have not yet received your eDofE Manager's login, please call the CERO on 0121 308 9470. If you do not have an ASL account you will need to e-mail [asl@DofE.org](mailto:asl@DofE.org) with the number and level of packs you require and your phone number, where one of the team will call you back to take credit card payment.

## 4. The DofE Modular Training Framework (MTF) training

All DofE Managers are required to undertake the one day Introduction to the DofE course (ITTDofE) which provides the foundation to DofE programmes (if you have not previously completed the course). This is the recommended training for all new Leaders. Please use the 'Opportunities Finder' on [DofE.org/finder](https://www.DofE.org/finder) or see [DofE.org/cetraining](https://www.DofE.org/cetraining) for dates.

Licensed Organisations must ensure that all of their staff have received appropriate training for the roles that they will be undertaking. As above, if you require training, please check [DofE.org/cetraining](https://www.DofE.org/cetraining) for training opportunities.

**Hosting training at your centre:** If you would prefer to host training at your centre, either for your internal staff or to offer places to local centres, please talk to your Operations Officer who will be happy to arrange training at a time and a place to suit you and to advertise places to other centres. This generally makes the cost of training cheaper for all.

## 5. Expeditions

**Assessors from other centres:** Please ensure all Accredited Assessors are linked to your LO. Please use the [EAAS12](https://www.DofE.org/eaas12)<sup>\*2</sup>. All completed forms should be sent by post to CERO (address on pg 4). (This does not apply if you use an AAP).

### Assessor accreditation renewal:

If an Assessor in your centre is due for renewal, please return the completed [EAAS8](https://www.DofE.org/eaas8)<sup>\*2</sup> form for reaccreditation. This needs to be sent by post to CERO (address on pg 4).

**Expedition notifications:** The DofE CERO does not need notification of all your expeditions, only for expeditions going into wild country, Peak District and overseas (Green, Red and Blue Forms respectively). Please ensure these forms are completed in full and are sent to the relevant DofE Office in the stated time frame.

Please refer to the Expedition Management section in the LO<sup>\*1</sup> pack or the DofE website<sup>\*2</sup> for further guidance. Please also ensure local procedures are followed in terms of 'off site' visits if relevant.

**Countryside Code:** Every year we receive a large number of complaints by landowners and the public, as such, please can you ensure all participants clearly understand the Countryside Code to prevent the DofE from losing camp sites and expedition locations. Free materials are available to support training for the Countryside Code from The Natural England website: <https://goo.gl/wNjcMj>.

**Variations:** Please ensure all expeditions meet the [20 conditions](#)<sup>\*2</sup>. If a [variation](#) to one of the 20 conditions is required for a participant with a permanent impairment that prevents them meeting one or more of the 20 conditions; please fill out a [variations form](#)<sup>\*2</sup> and forward it to your Operations Officer in plenty of time for review prior to undertaking the expedition.

### Approved Activity Providers (AAP):

In line with your offsite visits policy, it is important to ensure the appropriate level of qualified staff are available on expeditions. Should you need to use the services of an AAP, please ensure the AAP is able to adhere to the criteria on your offsite visits policy. CERO have produced some guidance notes to help inform your discussions with AAPs as to the agreement that you will have with them.<sup>\*1</sup>





More information about AAPs and a full list of those licensed can be found at: [DofE.org/findanaap](http://DofE.org/findanaap).

**Outdoor qualifications:** For information about suitable qualifications and requirements for leading young people on expeditions, please refer to the websites of the following organisations: Outdoor Education Advisors Panel [oeap.info](http://oeap.info), Adventurous Activities Licensing Service [hse.gov.uk/aala/aals.htm](http://hse.gov.uk/aala/aals.htm) and Scottish Advisor Panel for Outdoor Education [sapoe.org.uk](http://sapoe.org.uk).



## 6. Verifiers

All Licensed Organisations are required to have a Verifier who has undertaken the Introduction to the Award Verifier e-learning module and the Award Verifier Training Course. For dates please check [DofE.org/cetraining](http://DofE.org/cetraining).

Following the training, your Verifier will initially work with your Operations Officer to ensure they are confident in verification. They will then verify Bronze and Silver Awards entirely for your centre independently, with Golds still going to the Regional Office for final approval. Spot checks and audits will be conducted by your Operations Officer for quality assurance purposes.



## 7. eDofE

There are numerous helpful resources and guides to help you with eDofE processes, including some very easy to use YouTube tutorials. Guides and tutorials can be found on the DofE website.\*<sup>2</sup>

If you require any further eDofE training, please contact your Operations Officer who can arrange it at your centre or provide details of scheduled training courses taking place.

**Uploading good evidence:** Good evidence will help speed up the process of approvals and reduce the number of time consuming queries. Close working with your Verifier will help to ensure the quality of Awards is maintained.

## Funding opportunities

Please check out [DofE.org/cf](http://DofE.org/cf) for potential funding opportunities for centres and participants. If you know of others please let any Operations Officer know so we can spread the word.

The Duke of Edinburgh's Award is a Registered Charity No: 1072490, and in Scotland No: SC038254, and a Royal Charter Corporation No: RC000806.

DofE.org 20/09/17

[DofE Central England](#)

@DofECentral  
#DofE

**eDofE mentoring:** eDofE mentors (Silver and Gold participants who assist the level/s below with eDofE) can be an excellent resource to support Leaders in engaging participants with eDofE, improving the DofE culture, provide a great volunteering activity, improving completions and 'grow' the next generation of DofE Leaders. For more information please contact your Operations Officer.

## 'Old' Leaders and participants on eDofE:

Once your accounts have gone over to your new LO and you are set up as the Manager, this will be a good time to do a bit of 'housekeeping' of your eDofE account. Leaders who are no longer involved with the DofE should be archived along with any participant who no longer attends your centre and is not active. Archiving will not delete their account, so participants who wish to continue their programme at a later date can have them reactivated. A 'spring clean' will help your day to day management on eDofE.

Remove your old Co-ordinator eDofE account to make checking eDofE easier once you have changed 'primary leader' for any groups your Co-ordinator account may be supporting. Ask your Operations Officer for assistance if required.

## And finally...

Hopefully you have found this information useful. If you have any further questions, please ask.

## The DofE Central England Team



## Further information

If you require any further guidance please contact the CERO:

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

T: 0121 308 9470 F: 0121 308 5561 E: [centralengland@DofE.org](mailto:centralengland@DofE.org)