

DofE Delivery Timeline and Support for Licensed Organisations

	ACTION	DofE RESOURCES AVAILABLE	OPERATIONS OFFICER SUPPORT	WHEN
PLANNING	Identify local activities and opportunities	Volunteer AAP listings https://www.dofe.org/opportunity-finder/	Verification of activities, and which section they fall into if in doubt.	April to June
	Volunteer recruitment within organisation	Downloadable from the Delivery Toolkit www.DofE.org/delivery under the Planning Section	Operations Officer can deliver session to all staff	
	Training for volunteers	Link to training dates https://www.dofe.org/notice-boards/central-england/training-central	eDofE training to take place in organisation as necessary, delivered by OO	
	If using AAP – organise initial meetings	AAP checklist and website https://www.dofe.org/notice-boards/central-england/resources	Support meetings and recruitment of AAP	
	Dates and timeline for enrolment through to expedition and presentation event decided and entered into school calendar	DofE Calendar - Downloadable template from the Delivery Toolkit www.DofE.org/delivery under the Planning Section	Operations Officer availability guaranteed if planned well in advance	
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PROMOTION	Recruitment Ideas and resources	www.DofE.org/recruitment	Advice, support and delivery of events	May to October
	Whole year assembly for pupils	PowerPoint Presentation-please speak to Ops Officer Videos (YouTube) https://www.youtube.com/user/theDofEUK Sectional Activity Lists https://www.dofe.org/resourcescentre	Operations Officer availability guaranteed if planned well in advance	
	Open evening for pupils and parents	PowerPoint Presentation -speak to Operations Officer Videos https://www.youtube.com/user/theDofEUK Sectional Activity Lists https://www.dofe.org/resourcescentre	Operations Officer availability guaranteed if planned well in advance Banners can be borrowed	
	Hand out enrolment forms with cover letter and bitesize planner	Sample Enrolment Form https://www.dofe.org/resourcescentre/ Sample Parent Letter https://www.dofe.org/recruitment Bitesize planner https://www.dofe.org/resourcescentre		

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ENROLMENT	Receive completed enrolment forms, bitesize planners and fee by set deadline date (using ParentPay?)	Bitesize Planners as above https://www.dofe.org/resourcescentre	Guidance and demonstration in how to purchase participation places through the DofE Shop, for relevant staff.	August to October
	Purchase relevant number of participation places for each level, Badges and Certificates from ASL (DofE Shop)	eDofE and credit account www.eDofE.org Log into ESSENTIALS in eDofE	Operations Officer to support in school as necessary with enrolment onto eDofE	
	Enrol participant onto eDofE	Print out of usernames and passwords is available to download from eDofE once enrolled		
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eDofE PROGRAMME PLANNING	Arrange session for students to discuss Bitesize planners with Leaders - Leaders to approve chosen activities if within DofE guidelines	Diary (log) Sheets Sectional Activity Lists https://www.dofe.org/resourcescentre	eDofE training for all staff / volunteers	October to December
	Support students with populating their eDofE account	Operations Officer	Guidance and demonstration in enrolling participants and creating their eDofE account.	
	Pupils to upload activity information into eDofE (from Bitesize Planner)	https://www.dofe.org/app/	Attend and deliver eDofE launch sessions with participants (also helping to approve their chosen activities for their DofE Award).	
	Introduce the DofE App to Participants	Link and FAQ https://www.dofe.org/app/ Video showing App functions click here	Available to help with install and operation	
	Leaders to approve alerts on eDofE	Training from Operations Officer Support available on eDofE for further help with eDofE functionality (purple support button)		

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MENTORING	Leaders to log in weekly / fortnightly to eDofE to clear alerts (activity and evidence approval)	DofE Manager can check Leader log in activity through eDofE, and number of alerts outstanding		October to July
	eDofE sessions to be arranged with participants as a drop in session regularly (half termly)	Sectional Activity Lists Diary (log) Sheets https://www.dofe.org/resourcescentre	Attend and deliver: <ul style="list-style-type: none"> eDofE drop in sessions (to assist participants with completions) Offer progress updates at Parents Evenings (Individualised Participant Progress Reports)	
	Expedition Planning and delivery	Expedition Guide (book) Numerous downloads available https://www.dofe.org/resourcescentre Expedition kit list https://www.dofe.org/shopping/dofe-expedition-kit-list/	Support with speaking to AAP's Advice on 20 conditions and variations	
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COMPLETION	Approve all evidence that has been added to eDofE ensuring that it matches guidelines	DofE Guidelines- Leaders Handbook	Provide direct support and assistance to Verifiers. Support with Expeditions set up on eDofE	June to July
	Complete Expedition set up once Expedition completed		Progress reports available	
	One assessors report must be added for each section as a minimum	Assessor report cards (in Welcome Pack) Assessor Portal https://www.edofe.org/assessor Ability for Leaders to add evidence for groups of participants	<ul style="list-style-type: none"> Alerts outstanding Awards awaiting approval One section to complete 	
	Leaders regularly monitoring progress and ensuring participants are adding evidence to sectional activities	eDofE www.eDofE.org Participant Progress Reports – please obtain form Operations Officer		
	Leaders approve section, once all evidence has been checked against original plan			

	Verifier to approve award once submitted			
	Certificates to be printed	Print directly from eDofE- no template required		
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CELEBRATE	Present each pupil with badge and certificate as soon as possible	Pop up Banners – from Operations Officer	Attend Award presentation events (where possible).	July to September
	Encourage pupils to progress on to the next level			

Additional support provided by your Operations Officer:

- Developmental meetings with Head Teacher and DofE Manager to ensure support for the delivery of DofE and opportunities to engage more young people.
- Lead the licence review process, ensuring a development plan is in place with the LO for the duration of the new licence.
- Delivery of DofE Manager cluster meetings, ensuring up to date information from the DofE and the chance to share practice from across the DofE network.