



# DofE Scotland and e-Sgoil

Learning Offer



The Duke of Edinburgh's Award —

## Why DofE?

The Duke of Edinburgh's Award (DofE) is a world leading youth charity which gives all 14-25 year olds the chance to develop skills for life and work.

A DofE Award can be life-changing. We know that perseverance and passion for long-term goals are linked to success in education life and work. Our structured programmes of volunteering, physical and skills-based challenges inspire, guide and support young people to achieve. We believe that anything is possible and the possibilities are endless.

### DofE is supported in Scotland by:



**3,500**  
staff and  
volunteers



across **900**  
schools and  
centres



enabling **38,000**  
young people to  
take part

The DofE is run, under licence, by a wide range of organisations including local authorities, uniformed organisations, schools, youth clubs, businesses and in secure estate.

# DofE statistics – Scotland

1 April 2019-31 March 2020

## Awards started

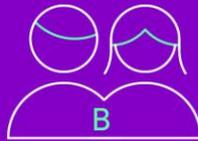
**20,159**

young people started their DofE journey

This includes

**4,397**

disadvantaged young people



**13,005**

Bronze Awards started



**5,022**

Silver Awards started



**2,132**

Gold Awards started

**34,713**

young people are currently doing their DofE programme in Scotland

**23.5%** of 14 year olds in Scotland started a Bronze DofE programme

## Awards achieved



A total of

**11,419**

Awards were achieved – that's 1.1% more than last year



**7,463**

Bronze Awards achieved



**2,865**

Silver Awards achieved



**1,091**

Gold Awards achieved

Of those who started...

**54.6%**

...achieved an Award\*

## Supporting young people



Around

**40,000**

Leaders and volunteers deliver DofE programmes in the UK



There are

**133**

Licensed Organisations actively delivering the DofE in our Region



DofE participants in our Region spent an amazing

**251,498**

hours volunteering to help others

In the UK since 1956 over 3.1 million Awards have been achieved and over 6.7 million have been started

\* Figure based on previous years' starts.



The Duke of Edinburgh's Award —

## Why e-Sgoil?

The Duke of Edinburgh's Award has always been delivered as blended learning and, now more than ever, we know how important this is.

We know that DofE gives young people structure, focus and purpose, that is vital for mental and physical wellbeing. It opens doors when applying for further education or jobs. It offers young people an opportunity to give back to their communities, fostering a life-time interest in volunteering.

As a team, our response to the COVID-19 pandemic has been to consider how we can continue to support young people and Leaders/volunteers despite the restrictions of lockdown.

We are determined that no young person misses out because of COVID-19; we have made a number of adaptations to the programme to help. These can be viewed at [DofE.org/DofEWithADifference](https://DofE.org/DofEWithADifference)

We have also moved some of our Professional Learning opportunities online, with great results. During May and June, we had 550+ attendees to these sessions.

We are committed to continuing to offer online Professional Learning opportunities but are also seeking to develop an online offer for young people across Scotland. A partnership with e-Sgoil could be key to this.



## What can DofE Scotland deliver?

DofE Scotland has **Professional Learning sessions** which focus on introducing the DofE and upskilling DofE Leaders to use eDofE and the DofE App to its fullest.

We are also exploring options to deliver

- Introduction to DofE course (three hours)
  - Expedition Assessor Accreditation Scheme course (three hours)
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DofE Scotland has several **workshops for students** which introduce the DofE, its various sections, eDofE and the DofE App.

In addition, DofE Scotland may be able to offer drop-in sessions for eDofE/DofE support, should there be demand.

Learning Outcomes for Professional Learning sessions and Student Workshops are available in this document.

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DofE Scotland will provide two staff members to deliver sessions/workshops and provide “chat” support.

Protocols for online learning will be shared ahead of sessions/workshops. These will include muting lines when not speaking and use of chat function for questions.

Information and activities will be broken into blocks and the presentation shared between staff members to break up the session/workshop appropriately.

# Professional Learning offer





The Duke of Edinburgh's Award —

## Professional Learning offer

Module title	Module aim
DofE – so what's it all about?	This course will explore what The Duke of Edinburgh's Award is and does for young people. It is aimed at those who are considering wider achievement opportunities for young people and want to explore how DofE would fit.
DofE with a Difference	This course will explore the adaptations which DofE has made in the light of COVID-19, including adjustments to the Expedition section and the DofE Certificate of Achievement.
Module 1: Starting out with eDofE	This course demonstrates the basic functions of managing participants on eDofE. It is a basic level course.
Module 2: Moving on with eDofE	This course demonstrates how to manage participants lists, complete Award approvals and functions that allow Co-ordinators to manage Leader accounts at their centre <sup>1</sup> . It is an Intermediate level course.
Module 3: Expeditions on eDofE	This course is aimed at Leaders and Co-ordinators who are involved in the administration of the Expedition section. It demonstrates how to use eDofE Mapping, how to use eDofE to administer expeditions effectively.

Module title	Module aim
Module 4: Managing centres	This course is aimed at new DofE Co-ordinators and DofE Managers. It will provide guidance on how to manage centres on eDofE <sup>1</sup> . This is an advanced level course.
Module 5 : Participant profile	This course demonstrates how eDofE works from a participant point of view. It is aimed at Leaders and Co-ordinators who want to be able to help participants with queries they may have. It will include eDofE and the DofE App.



## DofE – so what's it all about?

### Module aim

This course will explore what The Duke of Edinburgh's Award is and does for young people.

It is aimed at those who are considering wider achievement opportunities for young people and want to explore how DofE would fit.

Learning outcomes	By the end of the session, delegates will be able to:
To understand the mission and purpose of the DofE	<ul style="list-style-type: none"><li>• Explain the mission and purpose of the DofE</li></ul>
To understand the structure of the DofE Award	<ul style="list-style-type: none"><li>• Explain the levels of DofE Award and what each comprises</li></ul>
To understand how the DofE is offered to young people and who can take part	<ul style="list-style-type: none"><li>• Explain the age categories for each level of Award</li><li>• Explain different models of DofE delivery</li></ul>
To understand how the DofE can be offered as part of wider achievement programme	<ul style="list-style-type: none"><li>• Explain how DofE fits with other achievement awards</li></ul>
To understand the next steps in delivery of the DofE	<ul style="list-style-type: none"><li>• Take next steps to further training or additional information regarding the DofE</li><li>• Present relevant information to senior managers or decision makers regarding offering the DofE</li></ul>



## Module aim

This course will explore the adaptations which DofE has made to the programme in the light of Covid-19, including adjustments to the Expedition section and the DofE Certificate of Achievement.

It is aimed at Leaders and Co-ordinators who want to be able to help participants to make the most of these adaptations.

Learning outcomes	By the end of the session, delegates will be able to:
To understand the purpose of the 2020 Certificate of Achievement	<ul style="list-style-type: none"><li>• Explain and use the 2020 Certificate of Achievement to recognise the success of young people in their DofE centre</li></ul>
To understand the adaptations around “at home activities” and changing activity for participants	<ul style="list-style-type: none"><li>• Advise young people on adaptations to the programme</li><li>• Advise young people how to change activity on eDofE</li></ul>
To understand the adaptations around Assessors	<ul style="list-style-type: none"><li>• Advise young people and other Leaders about adaptations around Assessors</li></ul>
To understand the changes to the Expedition section	<ul style="list-style-type: none"><li>• Plan to use the expedition changes to offer this section to young people</li></ul>
To understand where to find information on DofE adaptations	<ul style="list-style-type: none"><li>• Go to <a href="https://DofE.org/DofEwithADifference">DofE.org/DofEwithADifference</a> to find relevant information</li></ul>
To understand how to get additional support and advice	<ul style="list-style-type: none"><li>• Seek advice from relevant member of the DofE Scotland team</li></ul>



## Module 1 Starting out with eDofE

### Module aim

This course demonstrates the basic functions of managing participants on eDofE. It is a basic level course.

Learning outcomes	By the end of the session, delegates will be able to:
To understand the key within eDofE	<ul style="list-style-type: none"><li>• Explain the icons within eDofE and what actions are required</li></ul>
To understand the purpose of programme planners and how to approve them	<ul style="list-style-type: none"><li>• Approve programme planners</li></ul>
To understand what evidence can be added to eDofE, how to view it and approve it	<ul style="list-style-type: none"><li>• View evidence on eDofE</li><li>• Approve evidence</li></ul>
To understand how to approve sectional activity by a participant	<ul style="list-style-type: none"><li>• Approve participant sectional activity</li></ul>
To understand how to query an activity	<ul style="list-style-type: none"><li>• Query an activity and deal with queries</li></ul>
To understand the benefits to participants from the use of the DofE App	<ul style="list-style-type: none"><li>• Explain to participants how they can benefit from the use of the DofE App</li></ul>



## Module aim

This course demonstrates how to manage participants lists, complete Award approvals and functions that allow Co-ordinators to manage Leader accounts at their centre.<sup>1</sup>

It is an Intermediate level course.

Learning outcomes	By the end of the session, delegates will be able to:
To understand how the Assessor portal can be used to submit Assessor Reports	<ul style="list-style-type: none"><li>• Submit an Assessor Report through the Assessor portal</li><li>• Approve an Assessor Report which has come via the portal to eDofE</li></ul>
To understand the reporting functions within eDofE <sup>1</sup>	<ul style="list-style-type: none"><li>• Use reporting suite to access variety of reports</li></ul>
To understand how to archive participants	<ul style="list-style-type: none"><li>• Archive appropriate participants</li></ul>
To understand how to approve participants activities directly (i.e. without the participant submitting it)	<ul style="list-style-type: none"><li>• Use directly approve function to approve sections without participants submitting them for approval</li><li>• Unmark an Assessor Report where it is not appropriate</li><li>• Query an Assessor Report for valid reasons</li></ul>
To understand how to manage adult eDofE accounts, including function of primary leaders	<ul style="list-style-type: none"><li>• Archive Leaders who are not continuing</li><li>• Change or remove primary Leaders of groups</li></ul>
To understand how to link adult training accounts with eDofE accounts	<ul style="list-style-type: none"><li>• Link an adult training account to an eDofE account</li></ul>



## Module 3 Expeditions on eDofE

### Module aim

This course aimed at Leaders and Co-ordinators who are involved in the administration of the Expedition section. It demonstrates how to use eDofE Mapping, how to use eDofE to administer expeditions effectively.

Learning outcomes	By the end of the session, delegates will be able to:
To understand how to access support within eDofE	<ul style="list-style-type: none"><li>• Use the purple support button to access FAQs and advice</li><li>• Access the eDofE Mapping user guide</li></ul>
To understand the functions of eDofE Mapping	<ul style="list-style-type: none"><li>• Access eDofE mapping from an adult and a participant account</li><li>• Open a new map</li><li>• Plot route and create way points</li><li>• Produce a route card</li><li>• Print and save a map</li></ul>
To understand how to import and export .gpx map files	<ul style="list-style-type: none"><li>• Import and export a .gpx map file (This format is commonly used on OS, Digimaps and Memory Map platforms)</li></ul>
To understand how expeditions can be set up on eDofE as a Leader and as a participant	<ul style="list-style-type: none"><li>• Access the expedition setup user guide</li><li>• Set up training, and qualifying expedition at Bronze level</li><li>• Understand the codes used in expedition set up</li><li>• Print training and emergency contact information from eDofE</li></ul>
To understand how to create an expedition notification form online	<ul style="list-style-type: none"><li>• Create an online expedition notification form</li></ul>
To understand the purpose of the Expedition Assessor's Report	<ul style="list-style-type: none"><li>• Write an appropriate Expedition Assessor's Report</li><li>• Decide when an Expedition Assessor's Report is acceptable</li></ul>

## Module aim

This course aimed at new DofE Co-ordinator and DofE Managers. It will provide guidance on how to manage centres on eDofE<sup>1</sup>.

This is an advanced level course.

Learning outcomes	By the end of the session, delegates will be able to:
To understand how 'managing infrastructure' is used	<ul style="list-style-type: none"> <li>• Create a new centre on eDofE<sup>1</sup></li> <li>• Understand the role of primary Leader</li> </ul>
To understand how to create a new group	<ul style="list-style-type: none"> <li>• Create a new group on eDofE</li> <li>• Assign Leaders to the group</li> </ul>
To understand how to create participants and Leader*	<ul style="list-style-type: none"> <li>• Create a new participant</li> <li>• Create a new cohort of participants</li> <li>• Add a level to a participant account</li> <li>• Create a new Leader</li> </ul>
To understand how to set and change Leader/Co-ordinator permissions on eDofE <sup>1</sup>	<ul style="list-style-type: none"> <li>• Set adult permissions when a new Leader is created</li> <li>• Amend the permissions of existing Leaders/Co-ordinators</li> </ul>
To understand how to move participants and adults <sup>1</sup>	<ul style="list-style-type: none"> <li>• Move an adult to another group/centre within own LO</li> </ul>
To understand how to archive and unarchive participants and adults	<ul style="list-style-type: none"> <li>• Archive a participant</li> <li>• Archive a Leader/Co-ordinator</li> <li>• Un-archive a participant and a Leader/Co-ordinator</li> </ul>
To understand how to follow up on queried Awards	<ul style="list-style-type: none"> <li>• Access queried Awards</li> <li>• Follow up on queries using eDofE communications</li> </ul>



## Module 5 Participant Profile

### Module aim

This course demonstrates how eDofE works from a participant point of view. It is aimed at Leaders and Co-ordinators who want to be able to help participants with queries they may have. It will include eDofE and the DofE App.

Learning outcomes	By the end of the session, delegates will be able to:
To understand how to sign up for the DofE App	<ul style="list-style-type: none"><li>• Signpost participants to download the DofE App</li></ul>
To understand how a participant adds and submits a programme planner	<ul style="list-style-type: none"><li>• Explain how a participant adds and submits a programme planner</li></ul>
To understand how a participant adds and submits evidence	<ul style="list-style-type: none"><li>• Explain how a participant adds and submits evidence</li></ul>
To understand how a participant deletes evidence	<ul style="list-style-type: none"><li>• Explain how a participant deletes evidence</li></ul>
To understand how a participant marks and unmarks Assessor Reports	<ul style="list-style-type: none"><li>• Explain how a participant marks and unmarks Assessor Reports</li></ul>
To understand how a participant changes their name and contact details	<ul style="list-style-type: none"><li>• Explain how a participant changes their name and contact details</li></ul>
To understand how DofE messaging works	<ul style="list-style-type: none"><li>• Explain how DofE messaging can support participants and introduce it to them</li></ul>
To understand how the DofE App can aid participants with DofE	<ul style="list-style-type: none"><li>• Explain how the DofE App will support participants with DofE and introduce it to them</li></ul>

Thoroughly recommend this training – another great session today!

Thank you to all the team for taking the trouble to train us. Very encouraged...



That's all my questions answered – thank you!

Very informative and a good recap.

# Student workshop offer





The Duke of Edinburgh's Award —

## Student workshop offer

Module title	Module aim
Introduction to the DofE	This workshop will explain what the DofE is and how you can get involved. It will outline what is expected at the various levels of a programme.
Introduction to the Volunteering section	This workshop will explain the importance of the Volunteering section of the DofE as well as the benefits of volunteering and how to plan for their volunteering activity of their DofE programme.
Introduction to the Physical section	This workshop will explain the importance of the Physical section of the DofE as well as the benefits of physical activity and how to plan for their physical activity of their DofE programme.
Introduction to the Skills section	This workshop will explain the importance of the Skills section of the DofE as well as the benefits of developing skills and how to plan for their skills activity of their DofE programme.
Getting started on eDofE and the DofE App	This workshop will explain how to get started on eDofE, including setting timescales, completing programme planners and submitting evidence. This will be demonstrated on eDofE and the DofE App.



## Module aim

This workshop will explain what the DofE is and how you can get involved. It will outline what is expected at the various levels of a programme.

It is aimed at young people who might be interested in signing up for the DofE.

Please note that joining this workshop does not automatically mean you are able to do a DofE programme<sup>2</sup>.

Learning outcomes	By the end of the session, delegates will be able to:
To understand what the DofE offers	<ul style="list-style-type: none"><li>• Give reasons why the DofE may be useful to them</li></ul>
To understand who can take part in The DofE	<ul style="list-style-type: none"><li>• Know where DofE is delivered and how to access it</li><li>• Know the age parameters of the DofE</li></ul>
To explain the levels of a DofE programme	<ul style="list-style-type: none"><li>• Explain the levels of a DofE programme</li><li>• Explain why each section of a DofE programme is included</li></ul>
To understand how your DofE journey is recorded	<ul style="list-style-type: none"><li>• Know how to access eDofE</li><li>• Know how to download the DofE App</li></ul>
To understand where to get additional information on the DofE	<ul style="list-style-type: none"><li>• Know how to access the DofE website</li></ul>
To understand who to contact to sign up for the DofE <sup>3</sup>	<ul style="list-style-type: none"><li>• Know who to contact locally to enrol for the DofE</li></ul>



# Introduction to the Volunteering section

## Module aim

This workshop will explain the importance of the Volunteering section of the DofE as well as the benefits of volunteering and how to plan for their volunteering activity of their DofE programme.

It is aimed at young people who are starting out on their DofE journey.

Please note that young people who attend this workshop, must have signed up for the DofE with a Licensed Organisation (school/youth group etc).

Learning outcomes	By the end of the session, delegates will be able to:
To understand what is meant by volunteering	<ul style="list-style-type: none"> <li>Explain what is meant by volunteering</li> </ul>
To understand why volunteering is important within a DofE programme	<ul style="list-style-type: none"> <li>Explain why volunteering is included in a DofE programme</li> </ul>
To understand the benefits of volunteering to the volunteer, to others and the wider community	<ul style="list-style-type: none"> <li>Explain the benefits to themselves of volunteering</li> <li>Explain the benefits to others of volunteering</li> <li>Explain the benefits to the wider community of volunteering</li> </ul>
To understand the types of volunteering activities which are and are not appropriate for DofE	<ul style="list-style-type: none"> <li>Explain the categories of activities within the Volunteering section</li> <li>Access resources to support Volunteering section choices</li> <li>Know how to decide what is and is not appropriate as an activity</li> </ul>
To understand the expectations of the DofE Volunteering section	<ul style="list-style-type: none"> <li>Explain the time expectations of the Volunteering section</li> <li>Know who is an appropriate Assessor for the Volunteering section</li> </ul>
To plan Volunteering section of DofE programme	<ul style="list-style-type: none"> <li>Complete the Volunteering section programme planner</li> <li>Add the information from programme planner to eDofE/DofE App</li> <li>Seek approval for Volunteering section from DofE Leader</li> </ul>
To understand what is meant by volunteering	<ul style="list-style-type: none"> <li>Explain what is meant by volunteering</li> </ul>
To understand why volunteering is important within a DofE programme <sup>3</sup>	<ul style="list-style-type: none"> <li>Explain why volunteering is included in a DofE programme</li> </ul>



# Introduction to the Physical section

## Module aim

This workshop will explain the importance of the Physical section of the DofE as well as the benefits of physical activity and how to plan for their physical activity of their DofE programme. It is aimed at young people who are starting out on their DofE journey.

Please note that young people who attend this workshop must have signed up for the DofE with a Licensed Organisation (school/youth group etc).

Learning outcomes	By the end of the session, delegates will be able to:
To understand why the Physical section is important within a DofE programme	<ul style="list-style-type: none"><li>• Explain why physical is included in a DofE programme</li></ul>
To understand the benefits of the Physical section	<ul style="list-style-type: none"><li>• Explain the benefits of taking part in physical activity on physical and mental health</li></ul>
To understand the types of physical activities which are and are not appropriate for DofE	<ul style="list-style-type: none"><li>• Know how to decide whether an activity fits into Volunteering, Physical or Skills section</li><li>• Access resources to support Physical section choices</li><li>• Explain the categories of activities within the Physical section</li><li>• Know how to decide what is and is not appropriate as a Physical section activity</li></ul>
To understand the expectations of the DofE Physical section	<ul style="list-style-type: none"><li>• Explain the time expectations of the Physical section</li><li>• Know who is an appropriate Assessor for the Physical section</li></ul>
To complete the Physical section of a DofE programme	<ul style="list-style-type: none"><li>• Complete the Physical section programme planner</li><li>• Add the information from programme planner to eDofE/DofE App</li><li>• Seek approval for Physical section from DofE Leader</li></ul>



## Introduction to the Skills section

### Module aim

This workshop will explain the importance of the Skills section of the DofE as well as the benefits of developing skills and how to plan for their skills activity of their DofE programme. It is aimed at young people who are starting out on their DofE journey.

Please note that young people who attend this workshop, must have signed up for the DofE with a Licensed Organisation (school/youth group etc).

Learning outcomes	By the end of the session, delegates will be able to:
To understand why the Skills section is important within a DofE programme	<ul style="list-style-type: none"><li>• Explain why skills are included in a DofE programme</li></ul>
To understand the benefits of the Skills section	<ul style="list-style-type: none"><li>• Explain the benefits of taking part in skills activity on mental and/or physical health</li></ul>
To understand the types of skills activities which are and are not appropriate for DofE	<ul style="list-style-type: none"><li>• Access resources to support Skills section choices</li><li>• Explain the categories of activities within the Skills section</li><li>• Know how to decide what is and is not appropriate as a Skills section activity</li></ul>
To understand the expectations of the Skills section	<ul style="list-style-type: none"><li>• Explain the time expectations of the Skills section</li><li>• Know who is an appropriate Assessor for the Skills section</li></ul>
To complete the Skills section of a DofE programme	<ul style="list-style-type: none"><li>• Complete the Skills section programme planner</li><li>• Add the information from programme planner to eDofE/DofE App</li><li>• Seek approval for Skills section from The DofE Leader</li></ul>



## Module aim

This workshop will explain how to get started on eDofE, including setting timescales, completing programme planners and submitting evidence. This will be demonstrated on eDofE and the DofE App.

It is aimed at young people who are starting out on their DofE journey.

Please note that young people who attend this workshop, must have signed up for the DofE with a Licensed Organisation (school/youth group etc) and have an eDofE account.

Learning outcomes	By the end of the session, delegates will be able to:
To understand how to access eDofE and the DofE App	<ul style="list-style-type: none"><li>• Download the DofE App</li><li>• Know how to log in to eDofE</li></ul>
To understand how to confirm timescales	<ul style="list-style-type: none"><li>• Confirm their timescales</li><li>• Change their timescales</li></ul>
To understand how to complete a programme planner	<ul style="list-style-type: none"><li>• Complete a programme planner for a section of their DofE programme</li></ul>
To understand how to submit a planner for approval	<ul style="list-style-type: none"><li>• Submit a programme planner to a Leader for approval</li></ul>
To understand how to add evidence and send it for approval	<ul style="list-style-type: none"><li>• Add photographs and text as evidence</li><li>• Send evidence for approval</li></ul>
To understand the importance of an Assessor Report and how to add it	<ul style="list-style-type: none"><li>• Explain the importance of the Assessor Report</li><li>• Add an Assessor Report from book</li><li>• Direct an Assessor to the Assessor portal</li></ul>
To understand how to use DofE messaging	<ul style="list-style-type: none"><li>• Send a message to their DofE Leader using messaging within eDofE</li></ul>
To understand how to get help with eDofE and the DofE App	<ul style="list-style-type: none"><li>• Use support button to get advice on eDofE</li></ul>
To understand what LifeZone is and how it can be used	<ul style="list-style-type: none"><li>• Access LifeZone</li><li>• Know how LifeZone can be used</li></ul>



## The Duke of Edinburgh's Award — **Notes**

### **Timings of sessions**

Professional Learning sessions are one hour in duration, unless otherwise specified.

Student workshops are 45 minutes in length, with the exception of the Introduction to the Volunteering section which is one hour in duration.

### **Footnotes:**

<sup>1</sup> subject to the necessary permissions from the Licensed Organisation

<sup>2</sup> DofE is delivered in partnership with Licensed Organisations; these may be local authorities, schools, or youth clubs/groups. Students who attend this workshop will be signposted to a local contact to arrange enrolment on the DofE, where possible.

<sup>3</sup>The final learning outcome will be completed as follow up to the workshop.



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