



DofE

THE DUKE
OF EDINBURGH'S
AWARD

YOUNG LEADERS PROGRAMME

Volunteering Portfolio



Name _____

_ Volunteering with _____ (Name of DofE group)

Mentor's Name _____ Email _____

Course attended _____

FOR OFFICE USE ONLY Checked by _____ Date _____

Verified by _____ Date _____

Practical DofE Leadership

This module has four main learning outcomes:

- Show a regular commitment to the DofE in a practical leadership capacity.
- Develop a range of leadership skills.
- Plan, organise and initiate a programme of DofE activities.
- Understand and apply appropriate health and safety regulations when working on activities with the group.

What do I need to do?

- Complete a minimum of 20 hours of practical volunteering with a DofE group (No more than half can be out on expedition). This could be planning, supporting and delivering sessions for any section of a DofE programme.
- Log each session in this Volunteering Portfolio and obtain a signature from your leader or mentor.
- It would be great if you could collect evidence of your practical volunteering. This could include photographs, session plans, letters, event reports or even links to relevant online material such as video/audio clips. There's a place to list the evidence in the back of this booklet

Remember, there are no right or wrong answers here. The assessor will want to see that you have taken the time to reflect on your experiences as a Young Leader and record the things you have learnt.

What should I send back?

- This booklet which provides evidence that you have understood and achieved all the learning outcomes in the practical volunteering module.
- Evidence of your practical volunteering. Please either attach this to your volunteering portfolio or enclose in a separate folder with your name clearly marked.

Completed volunteering portfolios should be sent to:

DofE Wales,
First Floor, Plas y Fynnon,
Cambrian Way, Brecon, Powys,
LD3 7HP.

You will be contacted by email to confirm receipt and to let you know whether a Certificate in DofE Leadership can be awarded.

2: Leadership Skills

Aim: To develop a range of leadership skills.

Learning outcome: Demonstrate leadership skills for a particular activity.

Show an example of when you have demonstrated the following leadership skills in a session.

Date	Skill & Evidence	Leader
	Give us an example of when you have lead by example in a session or out on expedition?	
	How have you communicated effectively with your Bronze participants? (while arranging sessions or during training)	
	Have you used any of the team building games you learnt on the course in activities with the participants? What were they, and how did they work?	
	Persuading/motivating participants can be difficult, what have been the biggest challenges while organising, training and out on expedition.	

	<p>Teamwork is a key part of any Bronze group. Have you witnessed any of Tuckman's stages of team development with you groups? If so give examples:</p> <ol style="list-style-type: none">1. Forming (High dependence on leader for guidance) 2. Storming (Some arguing and clashes of ideas) 3. Norming (when participants start to resolve their differences, appreciate each other's strengths, and respect your authority as a leader) 4. Performing (When participants communicate and co-ordinate effectively and efficiently as a group)	
	<p>Managing a group can be difficult, give an example of when you have had to resolve conflict.</p>	

3: Planning

Aim: To plan, organise and initiate a programme of DofE activities.

Learning outcome: A delivered and well planned DofE activity.

You may not get the opportunity to plan every session, but we would like to see at least one example of a session you have planned, organised and initiated. You can attach your planning notes and review the session below:

Subject		Group Background	No. Participants	
Date and time			Girls:	Boys:
Focus of session		Learning objectives		
Prior knowledge of the participants		Success criteria		

Session Outline	What activities do you intend to do with the group?
Introduction	
Main body	
Plenary/session close	
Resources (What will you need?)	

Final Young Leader Review Sheet

Young Leader: When you have finished – take some time to reflect. Write a short report below on how you think you have done, what was of greatest value, what was more difficult, and how you think it will help you in your future leadership development.

Young Leader's personal review

Young Leader's signature:

Date:

Action plan

Congratulations for completing this module. You will now have begun to recognise your leadership strengths and the areas you need to develop further. With your Mentor, list below the next stages of your development, with a time scale if possible.

Training Available

If you would like to receive more information please tick appropriate box

- DofE Supervisors
- DofE Assessors
- Lowland Leader
- Hill Skills
- Mountain Skills
- First Aid

Young Leader's signature:

Mentor's signature:

Date:

Final Mentor/Leader Review Sheet

Ask your leader and/or mentor to write a short review of your practical volunteering and what you have done. If your mentor is also your DofE leader, then just complete one box below.

Leader Review

Leader's/Mentor's signature:

Date:

Mentor Review

Mentor's signature:

Date:

Congratulations on completing your Volunteering Portfolio

Sum up your experience in one sentence

A large, empty speech bubble outline with a purple border, intended for the user to write a summary sentence. The bubble has rounded corners and a tail pointing towards the bottom left.

