

Template DofE Delivery Calendar

Bronze

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| Autumn | Bronze – new cohort | Bronze – previous cohort(s) |
| **Aug/Sept** | Early | Assembly/meeting (possibly virtually) to promote the Bronze Award to the new cohort of participants. See our Recruitment Toolkit for resources and ideas.Send out enrolment forms, letters and programme planners. | Assembly/meeting (possibly virtually) to encourage participants to complete their Volunteering, Physical and Skills sections. Remind them about the DofE Certificate of Achievement.Current participants could be involved in the launch to the new cohort e.g. sharing their experiences. |
| Mid |  |  |
| Late | Enrolment deadline. Order Welcome Packs and create participant accounts on eDofE.eDofE drop in sessions to allow participants time to enter basic information, choose activities and submit Programme Planners to Leader for approval. Drop in sessions could be run virtually. | Invite current participants to eDofE drop in sessions and encourage them to add their own evidence and Assessor’s Reports. Drop in sessions could be run virtually. |
| **Oct** | Early |  |  |
| Mid |  |  |
| Late |  |  |
| **Nov** | Early |  |  |
| Mid |  |  |
| Late | Progress meeting with participants. | Progress meeting with participants. |
| **Dec** | Early |  |  |
| Mid |  | Before the end of term, celebrate those who have received their DofE Certificate of Achievement. |
| Late |  |  |

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| Spring | Bronze – new cohort | Bronze – previous cohort(s) |
| **Jan** | Early | Assembly (possibly virtually) to encourage completion of Volunteering, Physical & Skills sections prior to their Expedition. |  |
| Mid |  |  |
| Late | Encourage participants to get ahead with Expedition training by completing online modules or remote/socially distanced tasks. | Encourage participants to refresh their Expedition training by completing online modules or remote/socially distanced tasks. |
| **Feb** | Early |  |  |
| Mid |  |  |
| Late |  |  |
| **Mar** | Early |  |  |
| Mid | Expedition training day (if not running regular catch ups e.g. after school sessions). | Expedition training day (if required depending on the level of training completed the year before). |
| Late |  |  |

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| Summer | Bronze – new cohort | Bronze – previous cohort(s) |
| **Apr** | Early |  |  |
| Mid |  |  |
| Late |  |  |
| **May** | Early |  | Qualifying expedition (could be joint with new cohort depending on total numbers) |
| Mid | Qualifying expedition (could be joint with previous cohort depending on total numbers) |  |
| Late |  |  |
| **Jun** | Early | Reminder to participants to upload any outstanding evidence and Assessor’s Reports for the Volunteering, Physical and Skills sections to eDofE. | Reminder to participants to upload any outstanding evidence and Assessor’s Reports for the Volunteering, Physical and Skills sections to eDofE. |
| Mid |  |  |
| Late |  |  |
| **Jul** | Early | Celebration event | Celebration event |
| Mid |  |  |
| Late |  |  |

**Notes on expeditions:**

Whilst restrictions are easing in some parts of the UK, each DofE centre will need to follow the specific guidance and rules for their sector, and their own local policies, procedures and risk assessments, when planning expeditions.

Guidance for centres in England, Wales, Scotland and Northern Ireland will vary. You must follow the restrictions in place in the country you intend to visit.

* If you are delivering the DofE in England, the [DfE](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations) has issued guidance and the [National Youth Agency](https://nya.org.uk/guidance/) has also published information for managing youth sector activities.
* If you are delivering the DofE in Scotland, please review the guidance issued by the [Scottish Government](https://www.gov.scot/publications/coronavirus-covid-19-re-opening-schools-guide/), [Youth Scotland](https://www.youthscotland.org.uk/media/1878/youth-scotland-phase-2-post-lockdown-readiness-guide-23-6-20.pdf) and/or [Youth Link Scotland](https://www.youthlinkscotland.org/media/4627/covid-19-education-recovery-youth-work.pdf), as appropriate.
* If you are delivering the DofE in Wales, please review the guidance issued by the [Welsh Government](https://gov.wales/coronavirus).
* If you are delivering the DofE in Northern Ireland, please review the guidance issued by [EANI](https://www.eani.org.uk/supporting-children-and-young-people) and the [recovery plan](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-recovery-plan) outlined by the NI Executive, as well as information on [outdoor recreation](https://www.nidirect.gov.uk/articles/covid-19-enjoy-healthy-and-inspiring-visit-our-outdoors).

You may also wish to review advice published by the [OEAP](https://oeapng.info/downloads/download-info/4-4k-coronavirus/) (England, Wales and Northern Ireland) or by [SAPOE](https://www.sapoe.org.uk/) (Scotland) on the implications of COVID-19 for educational visits.