

# DofE Young Leaders Programme

## Guidance for DofE Leaders

Firstly, thank you for agreeing to support your DofE Young Leader(s) through their programme. Your expertise and experience will be essential to provide ongoing encouragement and guidance, and in return you should have an enthusiastic and capable young leader(s) ready to get involved in helping other young people to gain their Awards.

### What's first?

You can select up to two young people, and how you go about that selection is entirely up to you. We have provided some ideas and resources to support your selection process in this toolkit, but you don't have to use them.

**To be eligible to be a Young Leader, people must be:**

- Within the DofE programme age range
- Have achieved an Award, received a Certificate of Achievement, or completed one section of an Award.

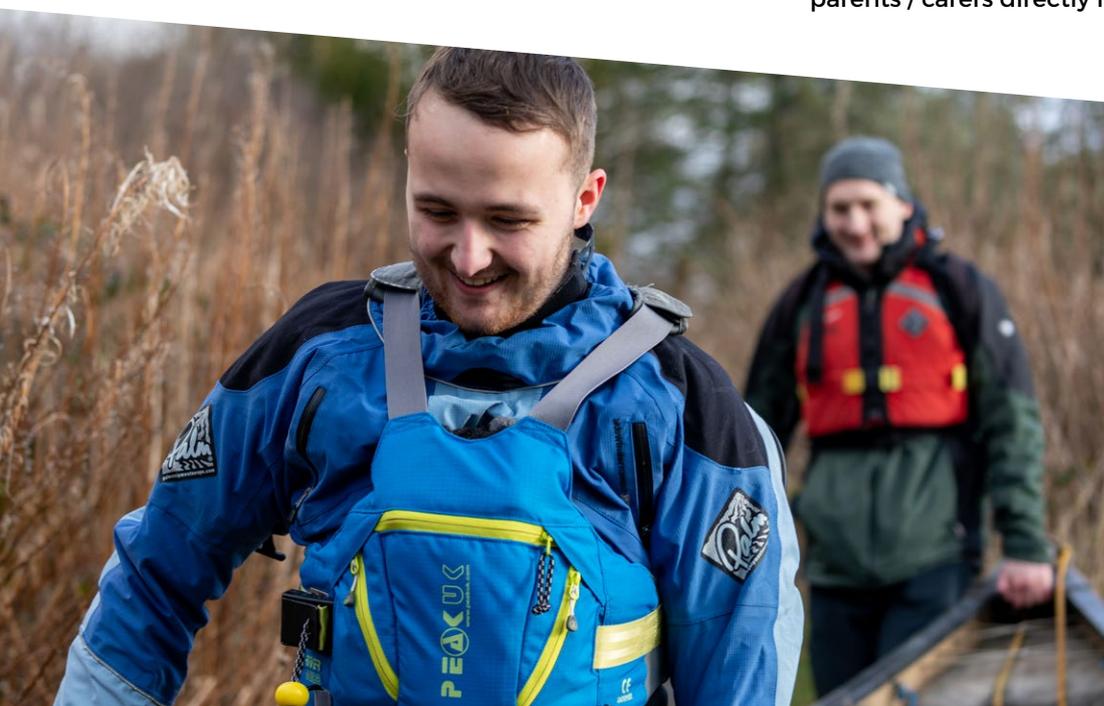
**There is no cost to the Young Leader or centre as the programme is fully funded by the DofE.**

Once you have selected your young people to enrol in the DofE Young Leaders Programme you will need to forward them the booking link so they can begin their journey.

**Booking link:** <https://www.dofe.org/hgndksp/>

Your DofE Young Leader(s) will then book onto their chosen 'Introduction to DofE Young Leaders Programme' session.

Young people under 18 will also need their parent or carer's permission to take part, so will be asked to provide contact details when registering for the course. DofE will contact parents / carers directly for permission.





## The Introduction to DofE Young Leaders Programme session

Your DofE Young Leader will attend the Introduction to DofE Young Leaders Programme session online via our Adobe Connect platform. This means all young people will need access to a computer and good internet connection. This session will last 2 hours.

Following on from this session, Young Leaders will be asked to meet with you as their DofE Leader to agree what activities they will undertake as part of their role for their action plan.

### Take some time to agree a plan going forward, including:

- Agreeing which modules the Young Leader will undertake to support their activities and action plan
- Protocols for volunteering with your group, talking them through your policies and procedures
- Any additional training your centre requires or can offer
- Dates for volunteering and your expectations regarding commitment
- Whether they are using the DofE Young Leader Programme for the Volunteering section of their Award
- How you will stay in touch

They are then ready to start acting as your DofE Young Leader! Young Leaders will be sent via email details of how to book onto their modules.

## Support for those with additional needs

If as a DofE Leader you identify a young person who needs additional support with access, please speak to your Operations Officer and we can ensure that every young person has an equal opportunity to take part in the programme. Young people can be supported by a parent, carer or another representative during the online session, if required. For young people using screen readers, we are providing ALT text with all images.

## The modules

Once the Young Leaders have attended the Introduction to DofE Young Leaders Programme session and have the booking information, they can decide which modules they would like to take part in as part of the programme. This allows the young people to tailor their learning to their interests and areas of DofE that they would like to progress with. It also allows us to check in with your Young Leader(s) to provide ongoing support.

DofE Young Leaders must attend two online modules as part of the programme. Unfortunately, Young Leaders are not able to access more than two modules. The modules are between an hour and 1.5 hours long.

### The modules include the following:

**M1: Supporting the Expedition section**

**M2: Supporting an inclusive programme**

**M3: Promoting DofE**

**M4: Fundraising**

**M5: Supporting with eDofE**

**M5: Further Education**

**M6: Joint Award Initiative for Northern Ireland only**

Once they have booked onto a module, they will receive an email with more information closer to the time.

**After they have completed a module, it's a good idea to check in with your Young Leader to see how they're getting on and give them a chance to talk about what they've learnt.**

## The Exit Session

The DofE Young Leaders programme is likely to take place over the course of a year but could be shorter depending on the needs of your centre.

Once they are reaching the end of their programme, Young Leaders will book onto their Exit session, which takes place online for an hour, using the details they will have been provided with by DofE. Exit sessions are focused on their personal development and journey. After attending an Exit session and completing the DofE Young Leaders Programme they will receive a Certificate of Completion.

Following this, there is no formal continuation of their role but if interested they could remain involved as Volunteers, progress into Adult Leader roles or simply reap the rewards of the skills they have developed.

## Who Young Leaders represent

The centre remains responsible for your Young Leader(s) and ultimately they represent the centre they are supporting. When Young Leaders are volunteering for centres, they come under centre policies and insurances.

When DofE Young Leaders are accessing training with DofE, we will operate under the DofE Safeguarding Policy. We will always request permission from parents / carers for under 18s, provide a code of conduct for young people and provide parents / carers of under 18s with online safeguarding advice. Modules are delivered by DofE staff with enhanced DBS / PVG checks working in line with our safeguarding policy and risk assessments. Two members of staff will be present at each session.

## Offering ongoing support to your Young Leader(s)

**Provide feedback** Be prepared to offer constructive feedback for your Young Leader(s) in their activities. This could be on their planning, their delivery, or the way they handled a particular situation. Remember to allow them to learn from their mistakes and boost their confidence.

**Act as a sounding board** Listening is a key skill for mentors. Be prepared to listen and have a discussion with your Young Leader(s). Help find solutions to any issues they may have and respect their views even if you don't agree.

**Coach** Share your own experiences and offer advice. Identify resources which will support their learning and activities.

**Thank you again for helping young people to develop further through the DofE Young Leaders Programme. If you have any questions, please contact [YoungLeaders@dofe.org](mailto:YoungLeaders@dofe.org).**

