

TOOLKIT

FOR DOFE LEADERS

**DofE Young
Leaders Programme**



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DofE.org

DofE Young Leaders Programme



We are really excited to launch our pilot DofE Young Leaders Programme. The programme is a key part of our new strategy, ensuring we put young people at the heart of what we do and is a tool to support centres to achieve this. The programme is a great opportunity for further youth participation in the DofE generally, and your centre in particular.

Each centre which is part of the pilot programme has two places on the DofE Young Leaders Programme. These young people will be trained by the DofE directly online, supported by their DofE Leader with what activities they will be undertaking, and the Young Leader will support the DofE provision in their own centre.

There is a wide range of activities Young Leaders can support with, from promotion to mentoring to managing the Kit Store. It's entirely up to the DofE Leaders and the DofE Young Leaders as what is appropriate for their organisation.

Young Leaders can use this opportunity for their Volunteering section if the timescales are met. This opportunity is fully funded by the DofE and there is no cost to the young person or centre. The programme is a great development opportunity for young people who take on the role and will also support many other young people within your centre.

This toolkit is designed to support DofE Leaders to engage with the Young Leaders Programme, provide relevant tools and information.

Aims of our DofE Young Leaders Programme:

- Developing participants' leadership skills further and contributing to their personal development
- Putting young people at the heart of what centres do, in line with our Youth Without Limits strategy
- Empowering young people to make a difference in their centre
- For young people to provide support within their centre to benefit other DofE participants



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DofE Young Leaders Programme
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DofE Young Leaders Programme Overview

Key Information:

- The programme runs for up to a year, however, can be shorter and a Young Leaders programme will end once they attend an Exit session.
- It's fully funded by DofE
- It can be used towards the Volunteering section, if timescales are met
- Young people must be enrolled for their DofE programme with at least one section completed OR have achieved an Award OR received a Certificate of Achievement and within the DofE programme age

Stage 1

- DofE centre selects two DofE Young Leaders through their chosen method
- DofE Leader give selected Young Leaders booking link for first training session, 'Introduction to DofE Young Leaders Programme'

Stage 2

- Young Leaders complete online booking process for 'Introduction to DofE Young Leaders Programme' session and are confirmed onto the programme
- For under 18s, parental permission is automatically requested

Stage 3

- Young Leaders are sent details for the 'Introduction to DofE Young Leaders Programme' and then attend 'Introduction to DofE Young Leaders Programme'

Stage 4

- Young Leaders meet with their DofE Leader to agree what activities they will undertake
- Based on this discussion, Young Leaders will pick two optional training modules to support their activities
- Young Leaders will be emailed by DofE with details on how to book on, and attend their sessions

Stage 5

- Young Leaders undertake their activities under the guidance of their DofE Leader

Stage 6

- Towards the end of their time on the programme, Young Leaders will book onto their Exit session and be emailed by DofE with details
- Upon completion of the Exit session, Young Leaders will be sent a certificate as evidence of completion of the programme



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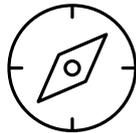
Role description



This role is an exciting opportunity for you to take a leading role in promoting, guiding and mentoring DofE participants in your centre. You'll be working alongside your DofE Leader on activities you choose together to support participants to achieve their Awards.

Every centre and Young Leader will have different priorities for their role, but some activities you could get involved in include:

- Helping to run a presentation evening
- Running a promotional event to Year 9 students
- Supporting participants to choose activities
- Helping participants upload evidence to eDofE
- Helping with the Expedition section



And the added bonus - it can count as your Volunteering section activity, if your time in the role meets the timescales for the section.

During your time as a Young Leader you will:

- Learn mentoring skills
- Have a youth voice within your centre
- Develop your leadership skills
- Develop your CV



To support you in this role we will offer online training sessions which will be packed full of exciting activities which will support you in your role as an Young Leader. You will learn about:

- The DofE programme
- How to maximise the resources available to you
- How to mentor participants
- Many more modules you can choose from



You will develop an action plan with your Leader of the things that you want to do in your centre and some ideas about how to put these into practice.

To be a DofE Young Leader you must be currently enrolled for your DofE programme with at least one section completed OR have achieved an Award OR received a Certificate of Achievement and within the DofE programme age.



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DofE Young Leaders Programme

What can DofE Young Leaders do?

We have produced a resource with some suggestions, but the possibilities are endless. The DofE Young Leader and DofE Leader agrees the activities and modules they will undertake. These are some ideas to get you started. The choice is yours and your Leaders. The possibilities are endless!

We know that our DofE participants are extraordinary young people with skills, talents and imagination. The ideas given below are suggestions to the activities Young Leaders can undertake – but are not comprehensive. Not all will be appropriate for every centre or every Young Leader, but different activities can be picked by Young Leaders in conjunction with their DofE Leader. The training modules during the programme will support and inspire Young Leaders.

Young Leaders are empowered to support adult Leaders to promote DofE within their centres and support with the delivery of the Award. There are lots of activities young people can engage with and the activities each Young Leader undertakes will be tailored to the needs of the centre and their own interests. They will be supported to do this by the training delivered by the DofE.

Activity suggestions

Support DofE Leaders with the development, promotion, and delivery of DofE:

- Help with eDofE support sessions



- Support with programme planning sessions

- Use multimedia skills to produce some short expedition training videos. For example: 'How to put together a Trangia and light it safely' or, 'How to pitch and strike the tents we use'

- Promote the YouTube videos for eDofE to help participants with any issues



- Produce a leaflet of all the clubs, activities and extra-curricular activities that are taking place within the centre

- Support expedition delivery sessions



- Carry out an audit and stocktake of all equipment ready for the new season

- Support peers with their DofE programme choices and eDofE



- Acting as a conduit between participants and DofE Leaders

- Being a sounding board for DofE Leaders on how DofE is delivered



- Promote and publicise the DofE

- Launch assemblies or meetings using the resources from the DofE website



- Help out with parental information and open evening, where they can help explain the DofE and how young people can benefit



- Get DofE included within the centre's prospectus

- Arrange celebration event for those receiving Awards and Certificates



- Make sure the centre's webpage and social media are up to date

- Write and provide articles for the centre's newsletter



- Maintain a DofE noticeboard with information

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.

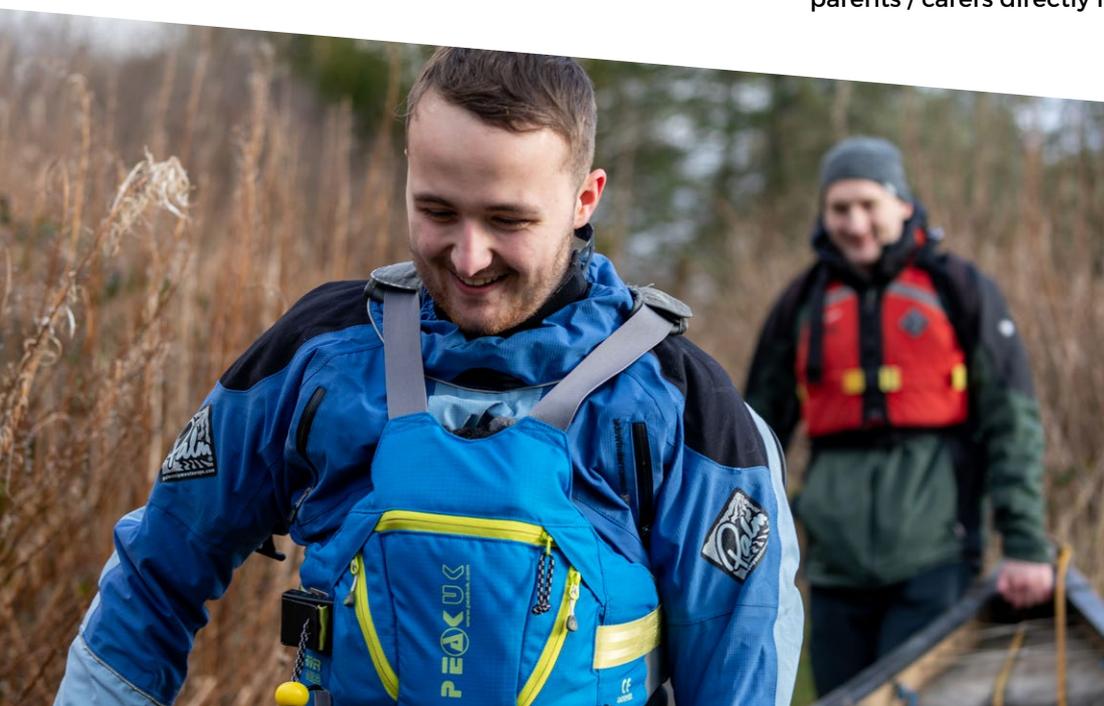
There is no cost to the Young Leader or centre as the programme is fully funded by the DofE.

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.



DofE Young Leaders Programme

Recruitment ideas

Each centre participating in the pilot has two places on the Young Leaders Programme. It's entirely up to each centre how they wish to choose their Young Leaders. This document is to provide you with some ideas to support, which are entirely optional. You are welcome to use any or all of them.

Due to the nature of the programme places are limited; therefore, you may wish to run a recruitment and selection process so that all young people have the opportunity to put themselves forward. This is a great chance for participants to get involved in DofE in a different way and develop their leadership skills.

Stage 1

Get the message out there

- Assembly or regular meeting session using the presentation slides
- Bespoke drop-in sessions
- Put up posters with relevant details and how to get involved
- Email all participants accessing the Award that are eligible
- Social media posts

Stage 3

Decide on your chosen Young Leaders

You could do this in conjunction with other DofE Leaders or staff within your organisation, such as senior leaders

Some things to consider:

- who will this opportunity benefit the most?
- who has the potential to be a good leader with support from you and training as part of the programme?
- who has raw skills and experiences that could be brought to the role?
- who has shown a passion for DofE?
- what is the young person's motivation for the role
- does their plans for the role work with the ethos of your organisation & programme?

Stage 2

Finding out who wants to be a Young Leader and why

You can use our application form if you would like. This could be converted into an online form if that suits you. To be accessible to young people of different interests and abilities, we recommend that young people be allowed to respond in any way they want, not just in a written answer.

You could meet with the young people individually to understand why they would like to take part. You could use these suggested questions to support this process.

Stage 4

Feedback and get started

Let your nominated Young Leaders know, and ask them to book onto their 'Introduction to Young Leaders Programme' training session

Let those who haven't been successful know too. Where possible, share other opportunities for them to support your DofE provision or roles within your organisation

DofE Young Leaders Programme Application

Your centre is taking part in the pilot of this new programme, and is running an application process to select their two Young Leaders.

Do you want to take part in an exciting opportunity to become a Young Leader within your Licensed Centre to support other young people to achieve their DofE? The Young Leaders Programme is a great opportunity to give back to your Licensed Organisation, community, and other young people. You will also get to develop new skills, have fun along the way and have something else for your CV!

The Application

Date of application:

Your name:

Email address:

Current DofE level:

Listed are the three questions for the Young Leaders Programme application. You can submit your response however you wish - poem, video, paragraph, song, infographic, or any other creative means.

2. What skills or experience can you bring to this role?

3. How would you want to support and develop the DofE at your centre?

1. Why would you like to be a DofE Young Leader?

Closing date for application:

Details of the application process:

Please return this form to:



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Recruitment questions

Instead of an application form, you could meet with the young people individually to understand why they would like to take part. You're welcome to use all of these questions, or a selection – whatever suits you.

The application form and interview are entirely optional! These questions have been designed to help centres which would like to use them, and to give a flavour of what you could ask.

If a potential participant was not sure whether the DofE was for them, what would you say?

If a parent asked you why their child should take part in the DofE and what the benefits are for participants, what would you say?

If successful, how would you see the Young Leader role working?

What would you like to be involved in?

What challenges do you think other participants could face when doing their Award? What are potential solutions for these challenges?

If successful, what are you most looking forward to about the Young Leader role?

Why would you like to be a Young Leader?

What skills and experience would you bring to the role?

What do you understand the Young Leader role to be?

Why did you start your DofE?

What was / is the most rewarding part of your DofE?

What aspect was / is the most challenging for you with your DofE?

What would you like to get out of doing the Young Leaders Programme? What skills would you like to develop?

How would you inspire other young people to start their DofE Journey?

How would you motivate DofE participants to complete their Award?

What would you say to a DofE participant who was concerned about the Expedition section?

WANTED!

DOFE YOUNG LEADERS

Develop your leadership skills, add something to your CV, and support DofE participants to complete their Awards. No cost to you, with training provided by DofE.

To find out more, contact:



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[DofE.org](https://www.dofe.org)

DEVELOP LEADERSHIP SKILLS AS A DOFE YOUNG LEADER

“Becoming a Young Leader
has helped increase my
confidence and feel as though
I’m part of a community”

Sophie, Young Leader



We’re looking for a Young Leader to help support delivery of DofE. You’ll get training from the DofE, support from a DofE Leader, and develop skills that will help you now and in the future. Find out more by contacting:



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**DEVELOP
LEADERSHIP SKILLS**

ADD TO YOUR CV

GET FREE TRAINING

**SUPPORT DOFE
PARTICIPANTS**

What are you waiting for?

Find out more about becoming a DofE Young Leader by contacting:



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