

## Planning



### MANAGE

- Order and create personalised banners and posters to promote the DofE.
- Create links with communities for sections.
- Build internal section opportunities to support participants where applicable.

→ [DofE brand centre](#)

### DELIVER

- Plan an opportunity to recruit progressors to Silver/Gold.
- Promote Young Leaders.
- Run sessions for current group/s for completion and starting next level.

→ [Young Leaders Programme information](#)

### eDofE

- Complete eDofE housekeeping.
- Create new groups/delete old.
- Enrol progressors.
- Check training on eDofE for staff.

→ [eDofE - How to edit/delete a group](#)  
[eDofE - How to 'add next level'](#)

### TEAM

- Plan any new staff requirements.
- Advertise and recruit roles.
- Signpost to relevant training.

### COMMS

- Report previous years DofE successes.
- Update website information.

### EXPEDITION



- Plan delivery of next level/s based on review.
- Try and engage teams in the choice of location.
- Map out expedition details for Silver/Gold.
- Add expedition dates to calendar, including practice, pre-expedition check and presentation.

## Enrolment



### MANAGE

- Identify all internal clubs and activities that count for DofE.
- Reach out to local businesses/community for funding support.

### DELIVER

- Engage your Gold and Silver participants to support with DofE at Bronze.

### eDofE

- Download a group list from eDofE to share with other adults in your organisation to ensure specific needs and support are met.

→ [User information report](#)

### TEAM

- Hold a team meeting, discuss leads for new levels, calendar dates, additional needs of participants.

### COMMS

- Identify any potential stories/case studies to track.
- Promote and advertise internal and external opportunities for sections.

### EXPEDITION



- Seek guidance /complete recce of new locations for risk assessment and expedition route planning.
- Check team qualifications are suitable for the terrain.

## Engagement



### MANAGE

- Engage young leaders or progressors to support at events which may help advertise or promote DofE.

### DELIVER

- Ensure progressors are uploading sectional activity onto programme planners.
- Run a Gold Residential information event.

→ [DofE opportunity finder](#)

### eDofE

- Use your eDofE participant data (anonymously) to build up a record of the inclusive nature of your DofE provision.

### TEAM

- Identify participants who need support and reach out to leaders' who can support.

### COMMS

- Discuss with participants, leaders, and other adults about the impact of DofE involvement.

### EXPEDITION



- Complete practice expeditions and debrief/reflection.
- Complete practice information on expedition set up.
- Plan for pre-expedition check and qualifying.

## Completion



### MANAGE

- Produce a report on DofE achievement and impact for senior leadership.

### DELIVER

- Introduce participants to the DofE Beyond the CV to help achievers recognise the value of their Award.

→ [DofE Beyond the CV](#)

### eDofE

- Ensure leavers update their contact details and keep them up to date.
- Golds complete GAP information.

→ [eDofE - How to complete GAP info](#)

### TEAM

- Promote leadership/volunteering opportunities to DofE achievers/leavers.

### COMMS

- Feedback positive case studies, leavers stories and progression after DofE.

### EXPEDITION



- Complete team presentations for Silver and Gold.
- Add to expedition set up.
- Review expeditions and risk assessments.