

## Planning



### MANAGE

- Plan a DofE Delivery calendar.
- Check procedures for managing DofE finance/budget.
- Find out about DofE funding opportunities.

- ➔ [Delivery framework](#) ➔ [Delivery toolkit](#)
- ➔ [Resources centre](#)

### DELIVER

- Plan an opportunity to recruit young people to the Award.
- Plan an opportunity to share DofE information with parents/carers.

- ➔ [Recruitment toolkit](#)

### eDofE

- Activate eDofE account.
- Create adult leaders and DofE group.
- eDofE user training.

- ➔ [How to create a group](#)
- ➔ [How to create an adult account](#)

### TEAM

- Promote different roles in organisation.
- Look at DofE MTF (Modular Training Framework) courses and regional courses.
- Book onto courses.

- ➔ [Staff recruitment presentation](#) ➔ [DofE training](#)

### COMMS

- Plan DofE marketing.
- Create DofE website, social media accounts.
- Request bespoke DofE Logo.

- ➔ [Bespoke DofE logo](#)

### EXPEDITION



- Plan expedition.
- In house or AAP.
- Promote expedition training courses to staff and book places.
- Organise expedition dates.
- Add dates to any internal/DofE delivery calendar/website.
- Agree location, book campsites/transport.

- ➔ [Expedition training framework](#)

## Enrolment



### MANAGE

- Plan enrolment process.
- Ensure needs of all participants are met by engaging with appropriate adults.

- ➔ [eDofE - How to use the DofE App](#)

### DELIVER

- Getting started on eDofE sessions.
- Support for choosing sectional activities, assessors and recording.
- Explain about AAPs.
- Set clear deadlines & expectations.

- ➔ [Activity ideas, logs and planners](#)
- ➔ [DofE opportunity finder](#)

### eDofE

- Enrol participants.
- Run user information report to support with getting started.
- Request Leader Recorded on eDofE if required.

- ➔ [How to create cohort](#)
- ➔ [Leader recorded user guide](#)

### TEAM

- Brief internal sectional assessors on requirements
- Share supporting resources.

- ➔ [Assessor reports/portal](#)

### COMMS

- To parents/carers about activating accounts, completing programme and next steps.

### EXPEDITION



- Confirm staff availability and qualifications including Accredited Assessors.
- Seek approval for your expeditions according to your organisation's policies and procedures.
- Complete risk assessment.
- Kit inventory.

## Engagement



### MANAGE

- Plan celebration event.
- Decide strategy on sectional certificates.
- Order Certificates and badges.

- ➔ [How to order certificates and badges](#)

### DELIVER

- Arrange 1-2-1/small group catch ups with participants.
- Volunteering section support.
- Run completion sessions.

### eDofE

- Check eDofE regularly.
- Follow up those showing as NEW.
- Action alerts, follow up planners in draft, not started.
- Archive any leavers.

### TEAM

- Liaise with the DofE Verifier re approvals and certificate printing.

### COMMS

- Update parents/carers on progress, reminders how to complete a section.
- Sectional achievement/first sections completed.
- Shout out on social media.

### EXPEDITION



- Letter to parents/carers with final details and cost.
- Complete eDofE expedition set up.
- Deliver training and prepare routes for qualifying.

- ➔ [Expedition set up](#)

## Completion



### MANAGE

- Review delivery and start progression planning.
- Promote to senior leadership team for success and funding

### DELIVER

- Run completion sessions
- Hold celebration event.

### eDofE

- Use one/two section to complete reports to target support.
- Check Award Approvals and certificate printing.

- ➔ [FAQ guide on reporting suite](#)
- ➔ [How to print certificates](#)

### TEAM

- Thank team
- Feedback to head of organisation.

### COMMS

- Share celebration event information.
- Update on progress and progression information.
- Celebrate achievement on social media/newsletters.

### EXPEDITION



- Ensure assessor reports have been submitted.
- Expedition set up complete, section approved on eDofE.
- Review expedition delivery and training and development of team.