

DofE DELIVERY FRAMEWORK

Planning

Planning

- Establish key delivery dates & any additional engagement dates and costs:
 - DofE launch event
 - Parent engagement session
 - eDofE launch session
 - Expedition
 - Award events
- Establish organisations' DofE budgets, resources and staff capacity.
- Discuss DofE funding opportunities with Operations Officer.
- Use template examples or create letters / sign up forms.
- Order and create posters to promote the DofE.
- Develop links with local opportunities within the community.
- Build a bank of internal volunteering opportunities to support participants.
- Plan Young Leaders Programme recruitment and role responsibilities.

eDofE

- Create DofE Groups / delete old groups.
- Check and / or create adult leader accounts.
- Archive any adult leaders who are no longer involved with delivery.

Comms

- Create DofE communication plan for when key dates, events, assemblies, training and expeditions are taking place.
- Request bespoke DofE Logo.
- Create / review current LO websites / social media channels and ensure all DofE branding is up to date.
- Report previous years DofE successes to SLT and update website.

Deliver

- Deliver DofE information with parents/ carers.
- Deliver DofE recruitment session to young people.
- Deliver Young Leaders Programme recruitment plans.
- Run drop-in or support sessions to support previous cohorts to completion.

Team

- Brief leaders on their responsibilities. For example: how often they should meet with young people, appropriate activities and how to approve evidence / sections / assessor reports.
- Review DofE staff team and ensure key roles are filled.
- Ensure all staff have completed the relevant and required learning for their role.
- Promote supporting roles within the organisation. E.g. administrative support.
- Sign post leaders to relevant eDofE learning.

Expeditions

- Read the Expedition Guide
- Establish delivery model: in-house vs AAP
- Add dates to any internal/DofE delivery calendar/website.
- Check organisation expedition policy and staffing ratio/notification system.
- Recruit staff to support expeditions.
- Plan delivery of next levels of award (if applicable).
- Agree location, book campsites/transport.
- Plan expedition training following the Expedition training Framework.



Delivery

Planning

- Deliver key delivery session.
- Explain DofE expectations and set out clear deadlines.
- Ensure all appropriate adults are aware of their role and which participants they are engaging with.
- Continue to identify all internal clubs and activities that count for DofE.
- Continue to form links with local businesses / community groups for funding support.

eDofE

- Check groups have been created on eDofE.
- Purchase participation places.
- Enrol participants using bulk cohort or create participant function on eDofE.
- Add additional levels to existing accounts (if appropriate).
- Download the participant group spreadsheet which contains usernames / passwords.
- Request Leader Recorded on eDofE if required.
- Check all Young Leaders eDofE accounts are activated.

Comms

- Share information on how to login and activate eDofE accounts and the participant's next steps.
- Identify any potential stories / case studies to track.

- Promote internal sectional opportunities and share key deadlines with parents, carers and young people.

Deliver

- Hold a planning meeting with participants and remind them to come prepared with their activities and assessors' details. Signpost to internal activities and Complete eDofE launch session.
- Check all programme planners have been added and approve planners.
- Sign post relevant young people to the Young Leaders Programme.

Team

- Support team to action alerts on eDofE (including approving programme planners).
- Ensure all leaders are aware of assessor reports requirements.
- Task a team member with checking in on participants who are showing as new (not logged in).
- Team to check sections in draft and support participants to submit them.

Expedition

- Confirm staff availability.
- Register and affiliate new Expedition Assessors and check existing Assessors expiry dates.



Engagement

Planning

- Plan celebration event and engage young people to be involved in the planning of the event.
- Order Certificates and badges.
- Engage young Leaders or other participants to support at promotional / celebration events.

eDofE

- Check eDofE regularly
- Follow up those showing as 'New'.
- Action any alerts, follow up on programme planners still in draft and sections not started.
- Archive any leavers or move them into a specific leavers group.
- Show 'My Achievements' to participants.

Comms

- Update parents/carers on progress, a share information on how to complete a section.
- Promote DofE expeditions on social media.
- Promote awards events on social media/newsletter/ email etc.
- Promote sectional completion or any good news stories.
- Discuss comms with participants, leaders and other adults about the impact of the DofE involvement.

Deliver

- Arrange 1-2-1 or small group catch ups with participants.
- Review current volunteering section engagement rates and provide support to young people to find sections.
- Where appropriate, signpost to our opportunity finder.

- Run completion sessions and ensure all assessor reports are added to eDofE.
- Ensure participants have uploaded all programme planners and conduct a surgery session for those without activities registered.
- Use sectional certificates / rewards to boost section completions.

Team

- Check adult alerts and arrange team meeting to discuss approving awards for verification.
- Liaise with DofE team and identify participants who need additional support. Leaders should reach out to all relevant participants.

Expedition

- Plan and complete pre-expedition checks (including participants' training level).
- Deliver training and prepare routes for practice (if applicable) and qualifying.
- Complete eDofE Expedition set up.
- Seek approval for your expeditions according to your organisation's policies and procedures.
- Complete Risk Assessment.
- Check kit inventory is appropriate for expeditions.
- Send out any remaining letters to parents regarding expedition dates / costs.
- If using a new location, visit in person to support risk assessment and route planning.



Completion

Planning

- Review delivery model and plan for next year.
- Share review with Senior Leadership Team (SLT) and work with SLT / Operations Officer to tackle any issues or progression opportunities.
- Review all certificates on eDofE and ensure adults are made aware of their responsibility to print.
- Complete final planning for celebration event.

eDofE

- Use eDofE or the participants spreadsheet to highlight sections left to complete.
- Check award approvals and print certificates.
- Check Gold participants have completed the Gold Award Celebration Event information.

Comms

- Update on progress and progression to participants, parents, tutors etc.
- Celebrate achievement on social media / newsletters.
- Feedback positive case studies, leaver stories and progression after DofE.
- Publicly recognise efforts of the DofE Team.

Deliver

- Run final completion session for all levels.
- Deliver celebration event.
- Promote the next award level, if applicable, to your Bronze and Silver participants, as well as Youth Ambassador (over 16) and Young Leaders opportunities.

Team

- Conduct a debrief with staff. Address any room for improvement or successes. Thank team for their support.
- Promote leadership/volunteering opportunities to DofE achievers / leaders.
- Review staff team commitment and check who is continuing in their DofE role.

Expedition

- Ensure all expedition assessor reports are submitted, especially if using an AAP.
- Use the directly approve function to ensure assessor reports have been submitted and marked correctly.
- Review expedition delivery and training.
- Submit any incidents, accidents or near misses to the DofE.

