



## **Staff members and responsibilities:**

**D of E Co-ordinator – Mr Mangas** Mr Mangas sets up and manages the DofE programme in Walkden High School and has overall responsibility for the award scheme. Mr Mangas is also an Expedition Leader as approved by the Licensed Organisation and accredited by the DofE. Contact Mr Mangas if you are a parent/carer or you are involved with an organisation that would like to volunteer on the Walkden High Duke of Edinburgh Award Scheme.

**DofE Assessor & Group Leader – Mrs Dronfield** Mrs Dronfield is responsible for leading, guiding, inspiring and encouraging the young people on the DofE programmes. Mrs Dronfield will check on a young person's progress and agree the completion of a section of their programme. Together with Mr Mangas, Mrs Dronfield will approve the activities the pupils are doing and support to verify pupil's progress on the eDofE website.

## **Volunteers Positions available**

Volunteers should love creating a positive, supportive environment that's bristling with energy for participants. They support the DofE's overall mission and help run DofE groups, helping Walkden pupils to achieve their full potential.

Full training is provided for any volunteer role and there are many different roles for our volunteers - have a look to see what you could do:

**Volunteer DofE Leaders** As a DofE leader you will take ownership of a group (approx. 7 young people) and support and advise them through their sections of the award. Helping to identify and inspire opportunities for the participants to complete their awards.

**Volunteer DofE Supervisors** Supervisors are essential for the Expedition section as they are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are doing their expedition. As supervisor you may also provide an opportunity for the pupils to complete a volunteer placement or learn a new skill.

**Volunteer Commitment** Whilst not all volunteers will be involved in the detailed running of programmes everyone needs to ensure continuity throughout, share responsibilities and maintain the overall quality of the DofE experience.



DofE strives to achieve its mission through personal development programmes and the assessment and presentation of Awards.

All DofE's programmes are driven by the following ten guiding principles, which are at the heart of everything done:

- **Non-competitive:** A DofE programme is a personal challenge and not a competition against others. Every participant's programme is tailor-made to reflect their individual starting point, abilities and interests.
- **Achievable by all:** A Duke of Edinburgh's Award is achievable by any young person who chooses to take up its challenge, regardless of ability, gender, background or location.
- **Voluntary:** Whilst DofE programmes may be offered within school, college, work time, custody or extra-curricular activity, young people choose to do a programme and commit some of their free time to undertake their activities.
- **Personal development:** A DofE programme inspires personal and social development. The value to young people is dependent on personal commitment, the learning process and the quality of the experience.
- **Personalised :** Young people design their own programme, which can be tailored to suit their personal circumstances, choices and local provision. They start at whichever level suits them best and they can take as long as they wish (within the age limits) to achieve an Award.
- **Balanced:** The aim is to ensure that participants experience development of the whole person; mind, body and soul. By undertaking activities focusing on at least four different aspects of development, young people complete a balanced and wide-ranging programme.
- **Progressive** At each level of engagement, a DofE programme demands progressively more time, commitment and responsibility from the participant.
- **Achievement focused :** Before starting an activity, young people are encouraged to set their own challenging goals. If they aim for these goals and show improvement they will achieve a Duke of Edinburgh's Award.
- **Demand commitment:** A DofE programme demands persistence and commitment and cannot be completed with a short burst of enthusiasm. Participants are encouraged to continue with activities and to maintain their interest beyond their programme requirements.
- **Enjoyable:** Young people should find participation enjoyable, fulfilling and rewarding.

The concept of the DofE is simple – anyone aged between 14 and 25 can do a programme at one of three progressive levels which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. At Walkden High School we offer the Bronze DofE programmes and the Silver upon successful completion of the bronze.

## There are four sections at Bronze and Silver Level

With assistance from the Group Leaders, participants select and set objectives in each of the following areas:

- Volunteering: undertaking service to individuals or the community.
- Physical: improving in an area of sport, dance or fitness activities.
- Skills: developing practical and social skills and personal interests.
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad.

Each section must be done for a minimum period of time. It must be monitored and then assessed by someone with knowledge of that particular activity to achieve an Award. Each progressive level demands more time and commitment from participants.

Participation in the DofE is considered as an important component of the broader education that is offered at Walkden High School. We work in partnership with Salford City Council as an Independent Operating Authority for DofE and we have an experienced and trained team of DofE Leaders



## DofE Bronze Award

This entry level of the award sees students undertake expeditions in the West Pennine Moors. Both these environments are easy to navigate whilst also allowing students to get the feeling of the outdoors.

A Bronze DofE programme has 4 sections, Volunteering, Physical, Skills and Expedition. You need be at least 14 years old to start a Bronze programme and you must do a minimum of 3 months activity for each of the Volunteering, Physical and Skills sections, and plan, train for and do a 2 day (1 night) expedition.

You also have to spend an extra three months on one of the Volunteering, Physical or Skills sections. It's your choice which one and, though you can change your mind later, you should decide which section you want to do for longer at the beginning. Knowing how long you're going to do it for will help you to set your aims for the sections.



## Silver Award

As we move into the middle award, students are taken to Bowland – two very challenging environments in terms of navigation and endurance should the weather turn nasty!

The next step up from Bronze... you need to be at least 15 to start doing your Silver DofE programme. A Silver DofE programme has 4 sections, Volunteering, Physical, Skills and Expedition. You need to do at least 6 months Volunteering and a minimum of 6 months on either Physical or Skills and 3 months on the other. It's up to you which one you do for longer.

The Expedition section involves planning, training for and doing a 3 day (2 night) expedition. If you start the Silver without doing Bronze first you'll have to do an extra 6 months volunteering or doing whichever of the Physical or Skills sections you have spent more time on. Though you can change your mind later, you should decide which section you want to do for longer at the beginning. Knowing how long you're going to do it for will help you to set your aims for the sections.



## eDofE Step by Step Guide

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### Step 1 – Activate your account

To sign in to eDofE go to [www.eDofE.org](http://www.eDofE.org). Enter your username and password which will have been given to you by your DofE Leader. Once you have signed in, you will be asked to enter your personal details (e.g. address) and change your password. Your new password must be at least six figures long and a mixture of numbers and letters, including one capital letter. Be careful, passwords are case-sensitive.

### Step 2 – Decide on your timescales

You will be asked to decide how long you are going to spend on each section. Don't worry if you change in your mind later, your timescales can be amended!

(For advice on completing Step 1 and 2 watch the video link below on Getting Started)

eDofE Video 9 Getting Started- Setting Timescales

By watching this video, Participants will be able to: 1) Sign in to eDofE for the first time 2) Add the basic information necessary to open an eDofE account 3) Choose the timescales for each section of the Award and know how to amend them at a later

date [https://www.youtube.com/watch?feature=player\\_embedded&v=Q3JIV32tJAA](https://www.youtube.com/watch?feature=player_embedded&v=Q3JIV32tJAA)

### Step 3 – Choose your programme

Once you start your activities you need to enter the following information into your account:

- Start date
- Activity category (from list)
- Activity title

You will then need to answer three short questions to give your Leader the information they need. They don't need to be really long answers but it needs to be enough for your Leader to understand where, what and who you are working with.

## **Step 4 – Submit your activity choice for approval**

Select the Leader that you want your request to go to. Then click on the 'submit for approval' button. This will send your objectives to your Leader for approval.

(For advice on completing Step 3 and 4 watch the video link below on Starting a Section)

### **eDofE 11 Starting a Section**

[https://www.youtube.com/watch?v=ktNfQGoMPc8&feature=player\\_embedded](https://www.youtube.com/watch?v=ktNfQGoMPc8&feature=player_embedded)

By watching this video, Participants will be able to: 1) Fill in the essential details to start a new section of their Award 2) Complete the necessary parts of eDofE for each Section of their Award, including listing goals and the planned achievements

## **Step 5 – Complete your expedition information**

Your Leader is able to set up your expedition information for you in advance but you must input your aims and goals for your qualifying expedition and the details of your presentation.

## **Step 6 – Add evidence**

You will now need to add evidence to your account. Please see the column to the right for different ways of doing this.

## **Step 7 – Submit your section for approval**

Once you have completed a section and uploaded your evidence and Assessor's report you can click the 'submit section for approval' button and your DofE Leader will be able to approve your section.

Once you have submitted all your sections and the Leader has approved them your Award will go through to your Operating Authority for final approval.

## **Well done, you are now ready to move onto the next level!**

You are now able to compile your Achievement Pack if you wish using your uploaded evidence.

For more information visit [www.DofE.org/eDofE](http://www.DofE.org/eDofE)