



D*of***E**

THE DUKE
OF EDINBURGH'S
AWARD

SOUTH BROMSGROVE
HIGH



Gold eDofE log on

What is eDofE?

- Your progress towards your DofE is recorded online.
- **Download the App to use on your phone or tablet.**
- You should log in from time to time to keep your eDofE updated.
- Set up your eDofE with details of your activities in each of the sections. **What you type in today goes on your certificate – no typos please!**
- Upload evidence to prove what you have done.
- Upload photos of Assessor report cards.







VIEW TIMESCALES

Volunteering
Not started



Not Started Programme in draft Programme Submitted Programme Approved Section Submitted



Physical
Not started



Not Started Programme in draft Programme Submitted Programme Approved Section Submitted

Skills
Not started



- Notifications 
-  My Bronze DofE
 - Offers near me
 - DofE Card
 - Change Password

Choosing activities

- Guidance about what can be done for Volunteering, Skill and Physical is available on the school DofE website.
- Please check with Miss Street or Mrs Kershaw if you are unsure.
- Assessors cannot be a family member.
- You cannot be paid for anything you want to use for your Award.
- Activities should almost always be done outside profit-making businesses.

Assessor reports can be completed online

- Please encourage your assessor to complete their report online because this saves time.
- Direct them to www.dofe.org/assessor and give them your **eDofE ID number** (7 digits).
- They **must** include...
- What you have **learned** and how you have **improved** (Physical and Skill sections)
- The **impact** you have made on other people / environment etc. (Volunteering)



ASSESSOR'S REPORT
VOLUNTEERING

Participant: _____
eDofE ID No: _____
Level: Bronze

Description of activity: _____

Date started: ___/___/___ Completed: ___/___/___ (___ months)

Goals set by participant: _____

Assessor's comments:

Please write as much as possible, using clear, simple, relevant, and positive descriptions of the activities. What you write will celebrate the achievement of the young person and form part of their permanent record of their DofE programme. Please note: the information you have provided in this report will be reviewed and stored by the DofE as part of its record of the participant's achievement. The DofE will not share your personal data with third parties.

What progress did they make towards their goals?

What did they achieve, what skills did they learn?

How frequently did they take part in this activity?

Any other comments?

Signature: _____ Date: ___/___/___

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

You must fill in the top section before handing to your assessor

Assessor completes these sections

Logging in for the first time

- You have received an email with your username and password information. It also contains your eDofE number, which you will need to give to your assessor when you have finished each section.
- Your Welcome Pack will arrive in the post. Keep it safe. Some assessors prefer to write a comment on the report card instead of using the website.
- Default password is your date of birth **in the format ddmmyyyy**, e.g. 24th Sept 2003 would be 24092003.

Entering basic information

- Any box with a red star* must be filled in.
- Check your contact details and change to your **personal email address** for Gold.
- Change your password now to be the same as your normal school login password (lower case, upper case, number, minimum 6 characters).
- Keeping in touch ... Please tick the box to say you don't want them to send you promotional emails.
- Tick the Privacy box at the bottom and click **Save and enter DofE**.

My basic information

Before you get started we need to ask you a few questions to get your eDofE account up and running - this should only take a couple of minutes

* = required field

Sign out without saving

Contact details

Address

Type in your house number/name and postcode and click on 'Find my address' to find and select your address, which will automatically fill in the required fields.

* House no/name:

* Postcode:

Find my address

* Street name:

Address line 2:

Address line 3:

* Town:

County:

* Country:

* Email:

* Confirm email:

Contact number:

Emergency contact

Please let us know someone we can contact in an emergency.

- None
- Prefer not to say

Details:

0/250 characters used

Communication Preference

Keeping in touch

DofE e-newsletters are essential parts of our core DofE programme, containing vital updates and useful programme information, so all participants will receive these.

From time to time we may also have promotional offers, prize draws and privilege discounts from our partners to tell you about. If you would rather NOT receive these, please tick the box:

Please note that we NEVER pass on your details to others to market directly to you. Your information will only be used by DofE, your Licenced Organisation and Centre.

For your information, when you register for an *Achievement Pack*, your information goes to DG3 who send you back your pack. Your details will absolutely not be retained by DG3 thereafter.

Keep up to date with the DofE on  and  (*opens in a new window*)

Activate your account

You can add or edit your information at any time in eDofE by clicking on 'View/edit my profile' next to your picture.

[Terms of use](#) | [Privacy policy](#)

- I have read and agree to the above terms of use and privacy policy

Save & enter eDofE

Select timescales

Select a timescale option (in months)



Volunteering

Physical

Skills

3

3

6

3

6

3

6

3

3

Select timescales – if you have completed Silver

- Click on **Gold** level
- Click on **Overall timescales**
- Volunteering – 12 months
- Physical – 6 or 12 months
- Skill – 6 or 12 months
- You have to choose whether to do 12 months in **either** the Physical or Skill section.

Select timescales – Direct Gold

- Click on **Gold** level
- Click on **Overall timescales**
- You have to do **18 months** in one section, **12 months** in another and **6 months** in the third section.
- Volunteering – **minimum 12 months.**
- Physical
- Skill

Start dates

- Your start dates are likely to be around **1 October**.
- You can backdate start dates to **1 September if you were already doing that activity** before signing up for DofE.
- In some cases, you can backdate one section a bit earlier.

Volunteering

- Click on **My Bronze DofE** and then **Volunteering**.
- Fill in your start date (usually 1st October or thereabouts, but can backdate it to 1st September).
- Fill in all the details marked with a red *.
- Your goal should be something like **“To improve my confidence helping others.”**
- Select a **Preferred Leader** at the bottom.
- Click on **Submit details for approval**.



Volunteering – Dos and Don'ts

Good ideas

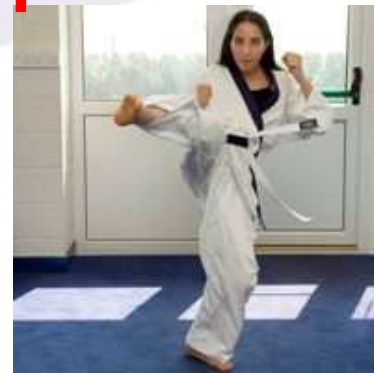
- Litter picking at a local lake, canal or river
- Bromsgrove Junior ParkRun
- Helping elderly or needy people e.g. gardening, dog walking (not family member)
- Subject mentor (**52 hours**)
- Dog walking at local animal shelter
- Working at a charity shop
- Sports coaching
- Helping out at church groups

Not allowed

- Babysitting
- Helping / gardening / dog walking for family e.g. grandparents
- Volunteering at stable
- Walking a dog for someone who isn't old/disabled
- Helping at a profit making business e.g. clothes shops, restaurants
- Working in a café e.g. at a local garden centre
- Volunteering at a farm

Physical

- Click on **My Bronze DofE** and then **Physical**.
- Fill in your start date (usually 1st October or thereabouts, but can backdate it to 1st September).
- Fill in all the details marked with a red *.
- Your goal should be something like “**To improve my fitness and skills.**”
- Select a **Preferred Leader** at the bottom.
- Click on **Submit details for approval**.



Skill

- Click on **My Bronze DofE** and then **Skill**.
- Fill in your start date (usually 1st October or thereabouts, but can backdate it to 1st September).
- Fill in all the details marked with a red *.
- Your goal should be something like “**To improve my skills in chess.**”
- Select a **Preferred Leader** at the bottom.
- Click on **Submit details for approval**.



Skill – Dos and Don'ts

Good ideas

- Learn to play a musical instrument
- Playing chess / role play games
- Learn how to look after animals e.g. grooming, nutrition, overall health
- Collecting stamps etc.
- Photography
- Create and manage your own website
- Learn how to cook

Not allowed

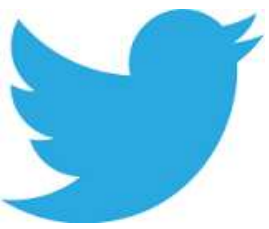
- Eisteddfod choir / acting / drama (3 months)
- Any physical sport e.g. playing golf / football
- Working in shops, doctors surgeries, etc.
- Working at a stables and riding horses or taking riding lessons
- Learning how to cook by working in a restaurant/pub

Residential

- You should aim to complete your Residential before the start of Y13.
- You need to check that your proposed activity will be accepted **before you book a place on it.**
- Check on our website for the Residential checklist/flowchart and then fill in the form and email it to us for approval.
- Then update your Residential page on eDofE, including an electronic copy of the signed form.

Thinking ahead to the end...!

- **Gold Award Presentation (GAP)**
- From your home page, click on **My GAP Application**.
- Fill in all the details required and press **Save and Update**.



Checklist for Gold

- Volunteering section details entered and submitted
- Physical section details entered and submitted
- Skill section details entered and submitted
- Gold Award Presentation (GAP) details entered

- Queries to Miss Street or Mrs Kershaw
- dofe@southbromsgrove.worcs.sch.uk