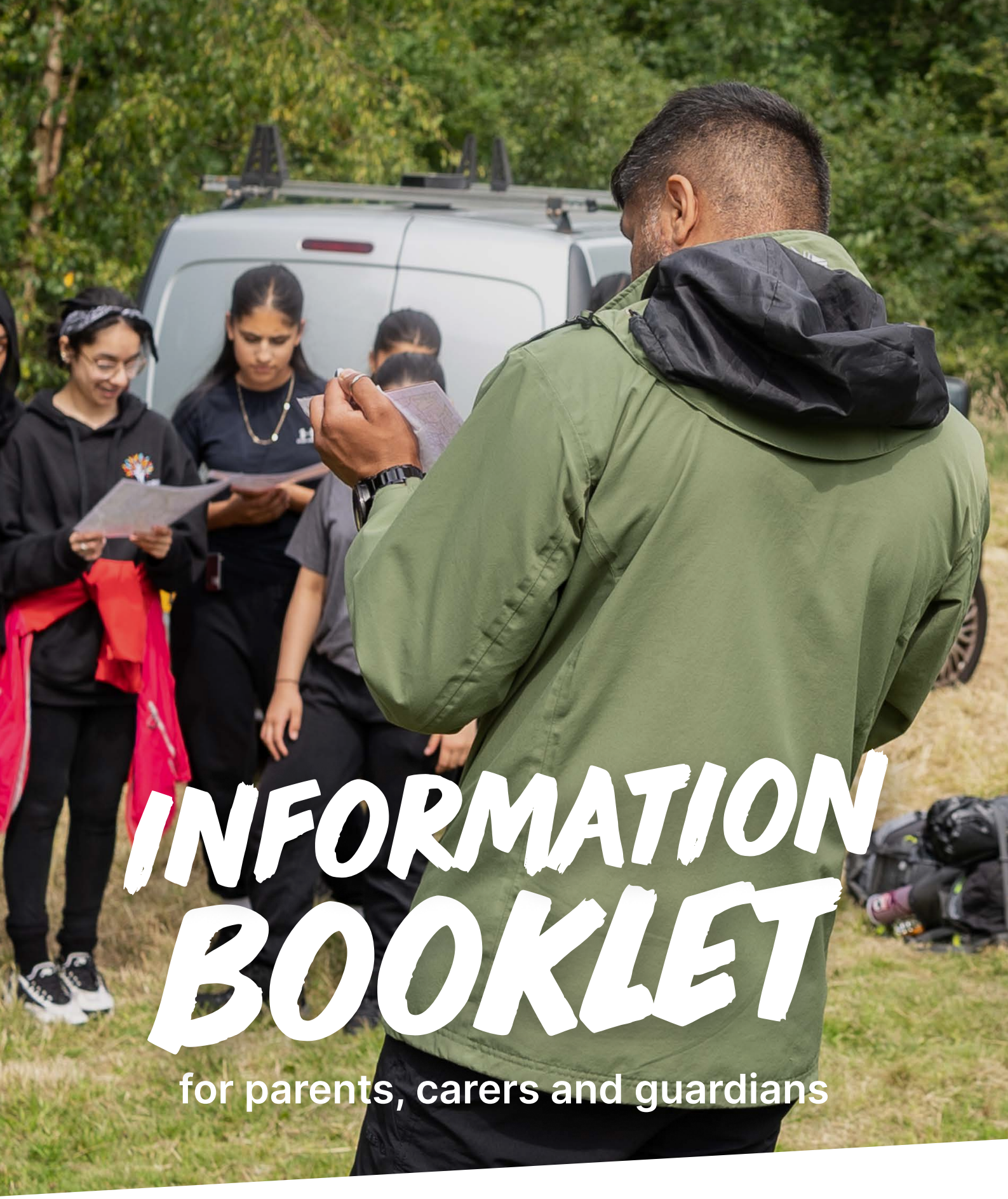


INFORMATION BOOKLET

for parents, carers and guardians

DofE

YOUTH WITHOUT LIMITS

DofE.org

What is the DofE?

Anyone aged 14-24 can do a DofE programme at one of three progressive levels which, when successfully completed, leads to a Bronze, Silver or Gold Duke of Edinburgh's Award. There are four sections to complete at Bronze and Silver level and five at Gold. With assistance from DofE Leaders, your child will select and set objectives in each of the following areas:

Volunteering

Giving service to individuals or the community. This cannot be for a business or family member but can be for a charity or for a not-for-profit organisation.

- Raising money for charity
- Being a football coach
- Helping at an after-school club

Physical

Improving in an area of sport, dance or fitness activities.

- Joining a local athletics club
- Improving their martial arts skills
- Taking weekly dance lessons.

Skills

Developing practical and social skills and personal interests.

- Learning how to juggle
- Improving musical skills
- Build a website, blog or video diary.

Expedition

Planning, training for and completing a supervised adventurous journey as one of a team in the UK or abroad. It can be by canoe, kayak or boat; on foot; on horseback; by wheelchair or by bicycle.

Residential

At Gold level, participants must do an additional fifth Residential section, which involves staying and working away from home doing a shared activity.

- Assisting at a kids' summer camp
- Helping deafblind young people and adults to enjoy a holiday in France
- Joining a conservation camp.

> **"I've found everyone who has completed their DofE has become more confident and shown a maturity that makes them stand out and helps them progress in their careers."**
>
> **Dean Lightwood,**
> **Head of Operations, Lloyds Banking Group**



Where can they do their DofE?

DofE programmes are delivered under licence by over 3,500 partners (Licensed Organisations) who offer them through DofE centres from youth clubs, voluntary organisations, schools and colleges to young offender institutions and businesses.

To find out where the DofE is run near you, ask your child's school teacher or youth leader, or go to DofE.org/where

Why should they do their DofE?

When your child does their DofE programme they'll develop the skills and attitudes they need to become more rounded, confident adults. Qualities that colleges, universities and employers are attracted to. So when you support your child's pursuit of their Duke of Edinburgh's Award, you're investing in their future. You can expect to see your child develop in the following areas as they work through their DofE programme:

- Self-belief and self-confidence
- A sense of identity
- Initiative and a sense of responsibility
- A real awareness of their strengths
- New talents and abilities
- The ability to plan and use time effectively
- Learning from and giving to the community
- Forming new friendships
- Problem solving, presenting and communicating
- Leadership and teamworking skills.

Costs

To do their DofE programme, participants pay a nominal fee for a Welcome Pack, which includes their DofE Participation Place. This fee is their contribution towards the charity's costs in running their DofE programme.

They will receive:

- A Welcome Pack
- Their online eDofE account
- Their DofE Card
- A certificate and badge on approval of their Award.

The fee represents a very small proportion of the overall cost of participation/running the DofE, which is supported by the funds raised by the DofE charity. For more information and the current cost of participation see DofE.org/cost

Inspiring ideas for activities are available at DofE.org/do

How long does it take?

To achieve an Award young people must show persistence, commitment and personal development. It's not something that can be achieved through a short burst of enthusiasm in one weekend. However, they may fit their DofE activities around their school, college or work commitments, carrying them out in their own personal time.

They can be done partly as one of a range of options in supported/core time or as part of an after-school or lunchtime programme. They may choose to use something they are already doing as a DofE activity – or go for something completely new. Each progressive level demands more time and commitment from participants. There is no real time limit. As long as they are under 25 years old when they complete all their activities in their programme, they're free to work at a pace that they're comfortable with to achieve their Award. This chart shows the minimum time participants must do their programmes for. Whilst timescales are given in months, participants need to give a regular commitment averaging at least an hour a week during this time.

Bronze (14+)	Those who aren't 14 yet but are in the school year in which their peer group turn 14 may be able to start a Bronze DofE programme.		
Volunteering	**Physical**	**Skills**	**Expedition**
3 months	3 months	3 months	Plan, train for and complete a 2 day, 1 night expedition
Participants must also undertake a further three months in the Volunteering, Physical or Skills section.			

Silver (15+)	Those who aren't 15 yet, but are in the school year in which their peer group turn 15 may be able to start a Silver DofE programme.		
Volunteering	**Physical**	**Skills**	**Expedition**
6 months	1 for 6 months / 1 for 3 months		Plan, train for and complete a 2 day, 1 night expedition
If participants haven't achieved their Bronze Award they must undertake a further 6 months in Volunteering or the longer of their Physical or Skills section.			

Gold (16+)				
Volunteering	**Physical**	**Skills**	**Expedition**	**Residential**
12 months	1 for 12 months / 1 for 6 months		Plan, train for and complete a 4 day, 3 night expedition	Undertake a shared activity in a residential setting away from home for 5 days and 4 nights
If participants have not achieved their Silver Award they must undertake a further 6 months in Volunteering or the longer of their Physical or Skills section.				

Supervision

All DofE Leaders and Expedition Supervisors undergo checks and training through their Organisation to ensure young people have access to a high quality programme. However, your child may choose to undertake activities that are not directly managed or organised by their group, centre or Licensed Organisation. If this is the case, you, as their parent/guardian/carer, are responsible for ensuring that the activity is properly managed and insured, and that the adults are suitably qualified and checked.

DofE Leaders are sensitive to all participants' individual cultural, religious, physical and other requirements. Consequently, they can organise activities suitable for participants' needs and schedule them around important religious events etc. as appropriate.

Approved Activity Providers (AAPs)

The DofE licenses a range of organisations that provide expedition, volunteering and residential opportunities for participants. Young people can find a list of these, and 'open expeditions' run by DofE, at DofE.org/finder

Insurance

The DofE provides limited personal accident insurance which covers payment of a certain benefit(s) in the event of a participant or adult helper sustaining accidental bodily injury whilst taking part in an approved DofE activity. As a condition of their licence, each Licensed Organisation must also arrange Public Liability Insurance, which will cover any claims against them for injury or damage caused to, or by, young people and adults doing a DofE programme.

However, please note that the insurance does not provide cover for any personal belongings or equipment damaged or lost whilst doing a DofE activity. It will also not cover your child for any injury or damage caused to them whilst undertaking an activity arranged by you with an external organisation, you will need to check what cover is provided by the activity provider. For more information regarding insurance, please visit DofE.org/go/insurance

The welcome pack and eDofE



Once they've chosen to start their DofE, your child will be sent their sign in details for eDofE (our online record keeping system) and a Welcome Pack which includes:

- Programme information
- Expedition kit guide and discount card
- Assessor Guidance and Report cards booklet

Using eDofE and/or the Assessor's Report cards, participants have to prove what they've done for each of their sectional activities. They can upload their evidence on to eDofE by scanning in their signed Assessor's Report cards (or their Assessor can complete their report online), as well as pictures of them doing their activities, signed notes from their Assessor, movies... anything they can think of to prove their hard work!

The DofE Leader must approve the choice of Assessor before the activity is started. The Assessor may not be a member of the participant's immediate family.

Their Leader will then sign off each section as and when they have proved their commitment to their activities for the necessary time period. Your child's Licensed Organisation will approve their final Award and arrange a local presentation. At Gold level, they will receive an invitation to a national presentation.

For advice on expedition kit, plus details of discounts or offers for DofE participants, see DofE.org/shopping

> **"When my son joined the DofE group, he quickly found like-minded boys and made some really good mates as they trained and worked together as a team. He's now really motivated at school and has a new lease of life!"**
>
> **Jayne Maythorpe, Parent**

Can you help?

Whatever activities your child has chosen to pursue for their DofE programme, they will need your support and guidance to help them through. You may also need to encourage them to keep their eDofE pages up-to-date.

You may feel that you have other skills to offer. In which case, why not volunteer with your local DofE group? You don't need special qualifications to be a DofE helper – from giving guidance and advice or training and assessing young people's progress, to driving a minibus or helping with administration, there's a role for everyone.

Each organisation will undertake appropriate safeguarding checks of all adults working with young people. You could also fundraise to support your local DofE group, other more disadvantaged groups in your area, or for the DofE charity nationally

Find out more

There are several ways you can get more detailed information:

- Talk to your child's DofE Leader or Co-ordinator
- Contact a Licensed Organisation at DofE.org/where
- Visit our website: DofE.org
- Email us: info@DofE.org

> **"Employers know that the DofE turns young people into great employees... it is as relevant today as it was 50 years ago. The DofE is a great way for young people to differentiate themselves and develop the maturity needed to do well at work."**
>
> **Karren Brady, Vice-Chair West Ham Football Club and BBC's The Apprentice regular**



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