

Nonsuch High School for Girls

Duke of Edinburgh Award - How to record your activities

USING YOUR PARTICIPANT WELCOME PACK

1. The Welcome Pack is sent to you in the post from the DofE Award once you have logged into your account and filled in your home address. Please make sure this is written in full including house name/number and full postcode.
When you receive your log in details, log into edofe and change your password. Add Ms. Pinel as your leader so she receives an Alert when you have submitted information. Log on using the user name you have been given. If you forget your password, press the 'forgot password' button and you will be sent a new password to the email you provided when you enrolled.
Complete the questions the site will ask you – emergency contacts etc.
2. Each activity must be logged on eDofE.
Go to the relevant sections when you are ready.
3. Visit each of the sections – volunteering etc. Complete the programme planner before you start any activity. It must be approved or you may do the activity and then find it is not acceptable and you will have to start again. **All aspects of the programme planner must be completed including the assessor contact information.** If the assessor is a teacher at Nonsuch, add the teacher's email address.
You must complete the expedition programme planner after the first expedition training session.

FAMILY MEMBERS CAN'T BE ASSESSORS.

4. Assessor Reports

Once approved on your edofe programme planner, fill your name and edofe number on the assessor forms in your welcome pack. **You must write in the date you are starting the activity at the top of the page and it must match programme planner date.** School activities will be longer as holidays do not count. All requested information must be completed BY YOUR ASSESSOR either on the form or preferably via the Assessor report form on the DofE website.

The Assessor can complete your assessor report directly on the DofE Assessor Report Form website. Give them your assessor form from the welcome pack with information at the top filled in including completion date so they have your edofe number, level of Award and the start/finish dates. (Longer than the 3-month minimum is better.) Once submitted by the Assessor this will go to your account. This won't necessarily happen on the same day.

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Assessor form: If using the form, fill in the top of the form and give it to your assessor who completes the questions and then **your assessor must sign and date the page at the end.** It can't be completed prior to the finish date. Once signed, scan it (check all wording is visible) and upload it to the CORRECT section on your DoE account. Each month of participation should mean you have done 4 hours – meaning one hour per week. If you have missed a week you must extend the participation time. You may not do 2 hours the following week to make up time. Three months is 12 weeks. If you miss a week you must add it on to the end. **School holidays are not counted in the weeks if you are completing a section at school.**

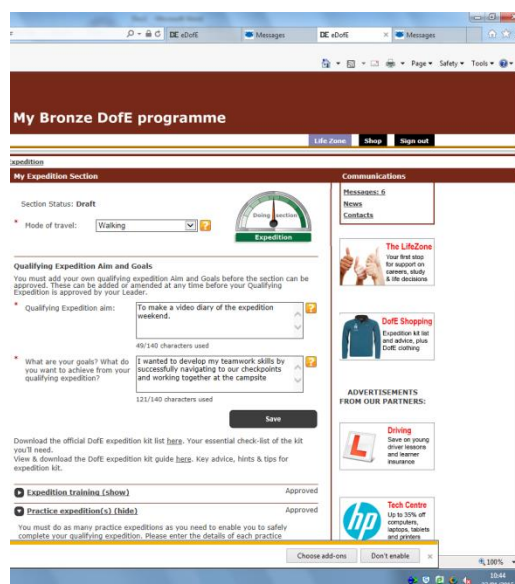
It is fine to do longer than the minimum time. (Remember September 1 to November 1 is 2 months not 3 months. Check your timescales carefully.

Any amendments to dates on the assessor report form must be counter-signed by the Assessor or the form will not be accepted for the Award.

5. The eDofE website.

Expedition example

Fill in all the boxes of information.

The image is a screenshot of a web browser displaying the 'My Bronze DofE programme' website. The page is titled 'My Bronze DofE programme' and has a navigation bar with 'LifeZone', 'Shop', and 'Sign out' options. The main content area is the 'Expedition Section' form. It includes a 'Section Status: Draft' indicator, a 'Mode of travel' dropdown menu set to 'Walking', and a 'Qualifying Expedition Aim and Goals' section. The 'Qualifying Expedition aim' field contains the text 'To make a video diary of the expedition weekend.' and the 'What are your goals?' field contains 'I wanted to develop my teamwork skills by successfully navigating to our checkpoints and working together at the campsites'. There are character count indicators for both text boxes. The page also features a 'Communications' sidebar with 'Messages', 'Contacts', and 'The LifeZone' sections, and a 'DofE Shopping' section. At the bottom, there are 'Expedition training' and 'Practice expeditions' sections, both marked as 'Approved'. The browser's address bar shows 'DE edofE' and the system tray at the bottom indicates the date '22/09/2013'.

There is a planner section and an evidence section. The planner section should contain the same information that is in your log book e.g. who is your assessor. This must be an adult and can't be a family member.

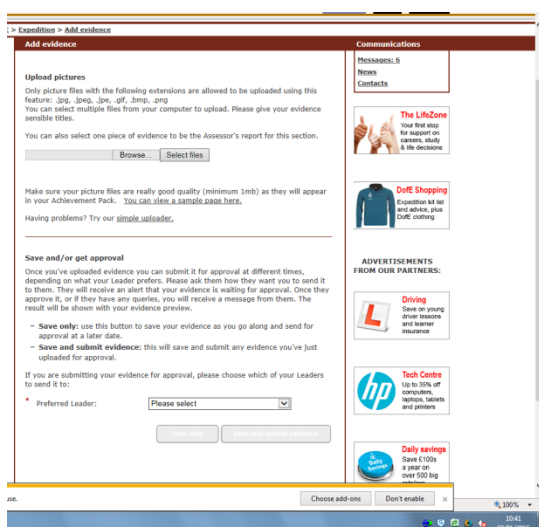
Evidence

Once your activity is complete, go to the evidence page. If you wish to add weekly evidence, please save this separately as a document. E.g. screen shots of app evidence for exercise. Then upload one document with all the information at the end.

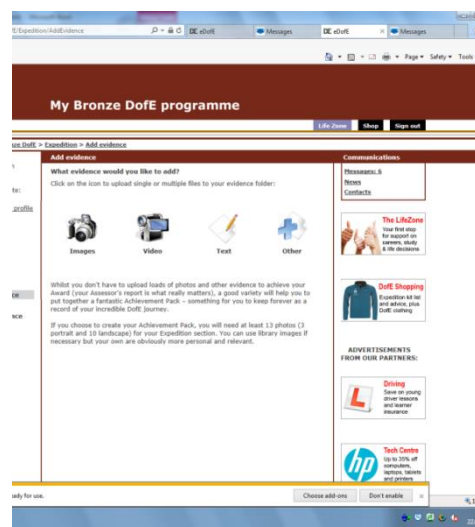
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When you have entered all the required information, press SUBMIT. It is only at this point that Ms. Pinel will be asked by DofE to approve your work.

Upload your evidence (e.g. a scan of your log book assessor comments).



Mark



the

assessor report with the 'mark as assessor' report button. The Assessor report must be written by the assessor. Certificates or copies of text /emails written by the Assessor are not acceptable as assessor reports.

When all your evidence is there, press SUBMIT.

WARNING: IF YOU DO NOT PRESS SUBMIT THEN Ms. Pinel WILL NOT KNOW THE SECTION IS READY TO BE VIEWED.

Any queries: See Ms. Pinel at DofE help club or email doe@nonsuchschool.org with your query and we will try and help.

You must log into your account on a monthly basis to keep it active. **This is important.** It will also allow you to see if your evidence has been queried and you need to amend it.

Remember: Any expedition queries contact Activ. Check all dates on school website and attend.

Good luck and enjoy!

Ms. Pinel and Mrs Avraamides