



Starting Bronze DofE

To-do list for Form III pupils:

1. Log into your **eDofE** account. This is a first step of gaining your Bronze DofE Award. Along with taking part in the three different activities for 3, 3 or 6 months plus practice and assessment expeditions, this is the next most important part of the Award. After you have logged in you have to select which activity you will do for 6 months and update your information.

Please set an **avatar** for your account (any picture will do);

There is a messaging facility in eDofE for you to send and receive messages: use it to ask questions if you need to and check for **red notifications** to see if there is anything you need to do;

Save your password into your phone; most people download the **eDofE app**;

Check that your email address is correct - use your **personal email** rather than your school or parental email if you can;

Use the "**Add evidence**" button to add photos and/or text on a **regular** basis;

2. In eDofE you must enter details of each activity, including the adult that will be your assessor and some of their details, then press the **SUBMIT** button. That last part (**SUBMIT for approval**) is very important since this allows each section to be checked by Mr Johns and ensures that you don't do an activity in the wrong section, and do an activity that cannot count at all.

If wish to amend or update details, click on, "**revert to draft**" in order to edit any details. You can back-date an activity to when you started it (as far back as 1st June) but you must check that this is ok with your assessor;

You can enter a future date of when you intend to start an activity. If you are unsure of your assessor's name or details, type in "TBC" or something similar;

N.B. You will not be allowed to sign up for the expeditions until you have entered these details, so it must be done by you in order to complete your Award.

3. Do the activity regularly for at least **3, 3 and 6 months**. There are COVID suggestions for activities at <https://www.dofe.org/dofewithadifference/activities>. This could be a regular commitment, but for activities that don't run every week, and to allow for school holidays, this equates to **13 or 26 hours** of your time and must include activity over the entire time period. For example, you couldn't spend a weekend doing an activity and claim

that as 13 hours for the activity - that wouldn't be a regular commitment. Some activities can be two hours per week every fortnight. About the furthest you could stretch this would be four hours once a month (on four occasions, thereby reaching an equivalent of at least 13 hours) - but you should discuss something like this with Mr Johns. Get used to adding photos (or words) of what you are doing in each section regularly (eDofE: **"Add Evidence"**).

4. At the end of each section, you must ask your assessor to write a short report on you (a couple of sentences is accepted, although many assessors write a lot more). This is either done on an **assessor card** that you received near the start of term from your form tutor (and/or in the post) or can be done online by your assessor if they follow the instructions on the assessor card. If you lose your assessor card, you can print another one out from Firefly (just look for "Assessor cards" in the DofE section). You then have to take a photo of the card and add it to your eDofE account to finish the section - this is as easy as posting a photo to any social media platform. If you are unsure, just ask.

5. A few notes specific to Form III and the Bronze Award:

You can only count CCF for your volunteering section if you are in a promoted post (MOI completed) and involved in giving something back to the CCF, for example helping with recruit shooting. For most Form III pupils this is not possible so you will probably need to look elsewhere for this section;

If you choose baking or cooking for your skill section, you **MUST** show evidence of doing the activity, i.e. take lots of photos every time to show that you have spent 13 or 26 hours learning new skills;

Volunteering can be done for a **charity or not-for-profit** organisation only, not for a business. If you volunteer for the Pony Club (a registered charity) be sure to mention this when you fill in section details: you are volunteering for the charity and not the stables where this takes place (since the stables will almost certainly be a business);

6. Looking ahead: your target is to **complete** each section AND get it signed off by the **end of FORM III**. You have a training/practice expedition during one weekend in May, (maybe followed by a final assessment expedition next September, subject to COVID) and we expect this to finish off your Bronze Award. After the Bronze Award, over half of our pupils will move onto the Silver Award: you are allowed to count activities for this from the **1st of June** at the end of Form III provided you have completed that section at the Bronze level. We will only let you sign up for the Silver Award once your Bronze Award has been completed, but you will then be allowed to back-date activities if you wish: just check this is fine with your assessor if you are doing an activity over the summer.

We hope you find these instructions helpful!