

# DofE FAQs: starting and finishing



## I've enrolled, now how do I start?

### 1. GET sorted

- Keep your DofE WELCOME PACK SAFE. Read it :-)
- Sort your 3 activities: skill, physical activity (sport) and volunteering.
- **VERY IMPORTANT: check with staff that your proposed activities meet DofE criteria!**

### 2. FIND assessors

- Before you start anything: ask a \*qualified adult (not a relative) to be your assessor.
- Give each assessor your "assessor guidance notes" from the Welcome Pack.
- Discuss GOALS / TARGETS with your assessor, add these to eDofE.
- *\*Qualified adult means someone suitable who is an expert in your chosen activity, willing to assess your progress and who will write a comment at the end*

### 3. REGISTER activities on eDofE

- Login to eDofE and add details, dates and contact emails / numbers for all your assessors.
- Choose the correct time scales: one you will do for 6 months, two others for 3 months.
- Submit each activity for approval on eDofE (do not leave as *draft*)
- CHECK YOUR ACTIVITIES ARE APPROVED, visit dofe office if rejected or queried.

### 4. START!

- Keep diary dates and other EVIDENCE of your sessions: scan into edofe, the more the better.
- Deadline to complete Bronze: February half term next year.
- **You must finish Bronze if you want to start SILVER. Silver enrolment starts in January.**

## What about gaps in activities for holidays or illness?

- You should follow each activity for a **minimum** 1 hour per week for 3 or 6 months (Bronze).
- **If you miss a week or two then this time must be added to the end.**
- Keep a list of dates and build evidence of your participation that you can scan into edofe.

## Can I squeeze 6 months of activity into 3 months if I do 2 hours a week?

No. The minimum timescales are 1 hour per week for 3 or 6 months. Nothing less than this is acceptable even if you do a week of intensive activity.

## Do activities count if my assessor isn't there to see it every time?

- Yes, but you should provide evidence on edofe. A diary of your activity, or other clear evidence can be scanned in to add proof of your continuous participation. For practical activities, like knitting, your progress is easy to record and assess. For individual academic or skills based activities, e.g. learning magic, juggling, music appreciation, the outcome can be easily recorded as you progress to a final goal or project. Either way, evidence is required.
- Assessors should not sign up unless you can show clear evidence of completion.
- Assessors are contacted by DofE to check details of your progress at any time.

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## Can I change activity?

- NO. Do the **same activity** for the whole duration: the point is to progress and show improvement towards your goals. You can change activities between awards.
- If your chosen sport season is too short, continue with assessed training (gym work, nets?) or continue to add time when the next season starts.

## How do I finish DofE Award sections?

- Agree a finish date with your assessor, add any time missed for holidays, illness, time off etc.
- GIVE THEM an ASSESSOR REPORT CARD and ask them to sign it and write a comment (cards are in your welcome pack) and return it to you.
- SCAN / photo their comment into eDofE and submit this as "ASSESSORS REPORT"
- Alternatively they can use <http://www.dofe.org/assessor/> to report directly into edofe.
- **CHECK emails and edofe in case there are problems with your award.**

## How do I finish the EXPEDITION section?

1. Complete and pass TWO expeditions, minimum.
2. Return all KIT to kit store PERSONALLY.
3. Scan report of your expedition into edofe.
4. **Fill in eDofE aims/goals and objectives for your expedition.**

## Can I be stopped from doing or finishing an expedition?

Yes. If your group is inadequately prepared, badly behaved or cannot be trusted to start an expedition then you may be deferred until you can show you are ready. Details on expedition FAQs.

## Are there deadlines to complete my DofE Award at RGS?

Yes. Deadlines to complete Bronze, Silver and Gold are advertised well in advance.

## Can I drop out of dofe?

- Yes, but please tell us. However, if you pull out near an expedition (i.e. after planning) you could seriously compromise the safety of your group and possibly stop them going.
- If you decide not to carry on with Bronze or Silver note that you will not be allowed to do later awards at RGS i.e. Gold.

## Do I have to finish Bronze to start Silver and finish Silver to start Gold?

Yes. At RGS it is a requirement to complete each previous award to start the next higher award. There are deadlines in place by which each award must be completed.

## Where do I get help with my DofE Award?

The DofE Office is open every school day from 1.30pm to 4.15pm. Students are welcome to email or visit us to ask for help. Students are encouraged to come and talk or email Mr Collins or Mrs Baker who will be pleased to help.