

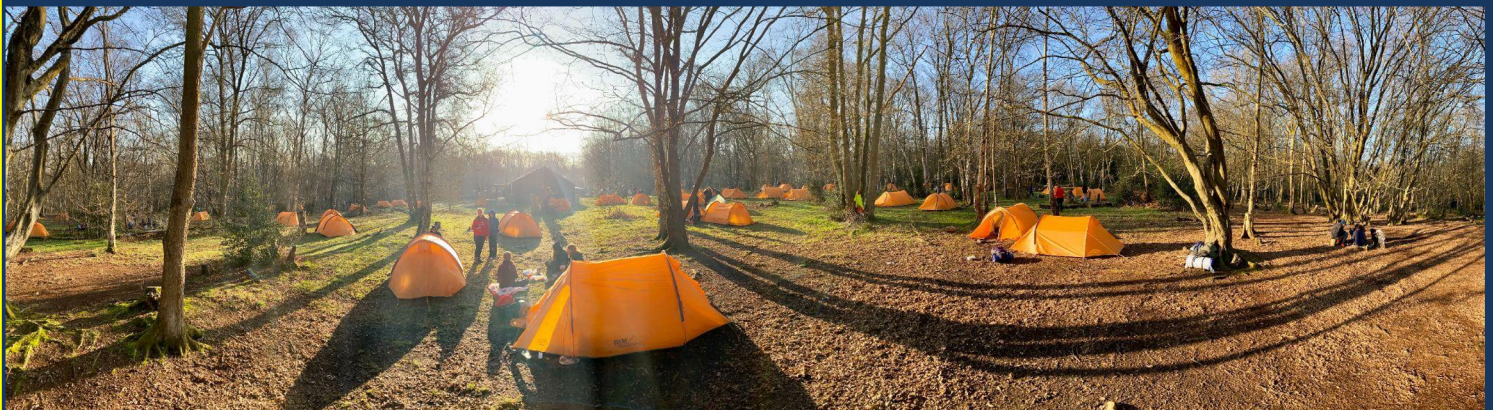


THE DUKE OF
EDINBURGH'S AWARD



Presdales School

A guide for Parents and Participants



Silver DofE Programme
2022-2023

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Section Timescales



It will usually take a participant at **least 6 months** to complete the Silver programme if they've completed their Bronze, or 12 months if they have jumped straight to Silver.

- **Volunteering section:** 6 months
- **Physical section + Skills section:** one section for 6 months and the other for 3 months
- **Expedition section:** 2 expeditions in the Chiltern Hills each lasting 3 days and 2 nights camping. They will complete their expedition in expedition groups (between 4-7 students).

Note: if the participant didn't do Bronze, they must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

Participants must spend **1 hour per week** working on their Volunteering, Physical and Skills section activities. They can take breaks but they should be as committed as possible so as to complete their sections promptly.

Section completion deadline: Monday 12th June 2023

At Presdales, we set a section completion deadline to encourage participants to stay committed to the Silver programme requirements. Participants are required to have **2 of their 3 sections signed off as complete** by this date in order to attend the Silver Qualifying Expedition of 2023.

Section Activities



Volunteering

Volunteering is about choosing to give time to help people, the community or society, the environment or animals. **Your volunteering must not be done for a business but can be undertaken for a charity or not-for-profit organisation.**



For your volunteering activity you need to choose to give time to do something useful without getting paid. **DOG WALKING IS NOT ALLOWED** *but* is allowed as a physical activity. Similarly, working in a shop as a volunteer that doesn't have charitable status is not allowed *but* could be done as a skill's activity (work experience).

Physical

This is simple – For the physical activity a participant needs to choose any sport, dance or fitness activity that they do outside of school hours. (PE lessons do not count!) For example, playing a sport regularly and showing personal improvement would count. However, learning to be a coach in the same sport would be a Skills section activity, whilst being a volunteer coach counts for the Volunteering section.



Skills

For your skills activity you need to choose an activity that will allow you to prove you have broadened your understanding and increased your expertise in your chosen skill. It should not be a physical activity, for example horse riding, as this counts towards your Physical section, however, you could choose to learn about caring for horses.



Assessors and Assessor Reports



An **Assessor** checks on the participant's progress on a weekly basis and agrees the completion of a section of their programme.

They cannot be a member of the participant's family.

An Assessor should...

- be interested in helping the participant to make progress in the section activity.
- have some knowledge of the activity the participant is doing
- be available to support over the time that the participant is doing it.



From the local Football Coach to a Charity Shop Manager, from the neighbour who's a keen cook to a subject teacher at school, just about anyone can be an Assessor for the Volunteering, Physical, Skills sections. **Miss Haywood can also act as an assessor for a participant if they are struggling to think of someone appropriate for a section.**

How to complete a section – (Assessor reports)

Each Assessor will eventually need to write a short report on the participant's progress and commitment to the section activity. This report will need to be submitted onto eDofE for the DofE Coordinators at the school to check and approve. This can be done in 2 ways but we highly recommend the electronic method:

- 1) Electronic method (advised):** The participant needs to ask their Assessor to submit a report online for them once they've completed the necessary number of 1-hour sessions. They simply need the participant's eDofE ID number, to search on google for 'DofE Assessor reports' and then just write a short report detailing the progress the participant has made towards their section goals as well as their commitment to the section. Once they've submitted this, the report will be sent to the participant's eDofE account for the DofE Coordinator's to check and approve. We recommend this method as it's hard for errors to be made.
- 2) Handwritten method:** Each participant will have received assessor report cards in their welcome pack which is sent to them via post upon enrolment. The Assessor must fill out the relevant card by hand. The participant must then submit a photo of this onto their eDofE account as evidence. If you opt for this method, please check the report card is completed correctly using the check-list on the next page before submitting it for approval

HAND WRITTEN ASSESSOR REPORT CHECK-LIST

What to watch out for before uploading an assessor report form !!

Before uploading an assessor report for a section onto eDofE, it is essential that you check the following:

Please note this is only relevant if you have asked an assessor to fill out an Assessor's report card by hand

Has the assessor been given the correct form for the section they have been monitoring (Skill, physical or volunteering) ?



ASSESSOR'S REPORT
VOLUNTEERING

Participant: _____

eDofE ID No: _____

Level: **Bronze**

Has the assessor written your daughter's full name, eDofE ID number (available on eDofE or from Miss Haywood)? Please note that this is a **Bronze** assessor's report form and that your daughter's will say 'Silver' next to the 'Level' section.

Activity: _____

Date started: ____/____/____ Completed: ____/____/____

Do the start date and end date demonstrate that your daughter has completed either 3 or 6 months of work towards this section?

Goals set by participant: _____

Assessor's comments:

Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.

Has your daughter written a/some clear goal(s) that she was aiming to achieve over the course of 3 / 6 months?

Has the assessor clearly referred to your daughter's goal(s) and her progress over the 3/6 months?

Signature: _____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Has the assessor signed and printed their name and role correctly and provided correct contact details?

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

If the answer is "no" to any of these questions, **please contact the assessor** before allowing your daughter to upload the report. It must be correct otherwise it may be rejected by Hertfordshire County Council which will significantly delay your daughter's ability to receive her award.

If the answer to these questions is "YES" then **your daughter can now photograph / scan the assessor report and upload it onto their eDofE account.** (If they need help with this, they can give a copy to Mrs Eyre who will upload it for her).

Example Assessor Reports



Electronic version (skills)

Start date: 01/09/2021

End date: 01/12/2021

Progress made: *[Participant]* has progressed well with her weekly photographic assignments & photographic knowledge, and it's evident in her final photographic portfolio. Each week *[Participant]* learned a new photographic skill which helped her create dynamic & interesting images throughout the course.

Achievements: *[Participant]* has produced a wonderful final portfolio of images that really shows off her new skill set. I am particularly impressed with *[Participant's]* close up assignment, She has managed to get really close capturing the details of petals and fruit that we aren't used to seeing that close. Her focus is spot on which can be hard when you're that close up! I also really enjoyed seeing *[Participant's]* black and white images, she has thought carefully about light & composition to create really striking photographs, A portfolio to be proud of!

Frequency: 1 hour a week for 3 months

Assessor Name: *[name]*

Job Title: Photographer / photography teacher

Handwritten version (physical)



As you can see, it's less convenient to do assessor reports by hand and increases the margin for error. We therefore advise that participants ask their Assessor's to submit their reports online.

DE ASSESSOR'S REPORT
PHYSICAL

Participant: [redacted]
eDfE ID No: [redacted]
Level: Bronze

Description of activity: Gymnastics

Date started: 09/09/21 Completed: 06/12/21 (3 months)

Goals set by participant: Clear hip circle, backbend
1 1/2 twists on floor, round off backbend, dismount

Assessor's comments:

Please write as much as possible, taking about training, teamwork (if applicable) and achievements. What you write will contribute the achievement of the young person and form part of their permanent record of their DfE programme. Please note: the information you have provided in this report will be stored and stored by the DfE as part of its record of the participant's achievement. The DfE will not share your personal data with third parties.

What progress did they make towards their goals? [redacted] worked incredible hard to achieve her goals, using her own self initiative and drive.

What did they achieve, what skills did they learn? [redacted] managed 3 out of 4 of her goals. [redacted] has learnt that to achieve her goals, it must be a process. [redacted] definitely built confidence.

How frequently did they take part in this activity? [redacted] is a very hard-worker, who is extremely committed. She sometimes trains in excess of 12 hrs a week alongside her commitments.

Any other comments? [redacted] is an incredibly talented young lady who works on own initiative but also has the ability to work within a team. She shows →

Signature: [redacted] Date: 26/1/22

Assessor's first name: [redacted] Last name: [redacted]

Assessor's position/qualification: Development squad coach

Assessor's phone number: [redacted]

Assessor's email: [redacted]

Participant should sign to progress this page and agree to submit as evidence.

ctd
so much hardwork and determination that anything is achievable. [redacted] is able to identify problems and is able assist in solving them with me. She is smart and enthusiastic and has a great character. [redacted] was able to problem solve and overcome some fear in order to achieve her goals.



How to upload evidence onto eDofE

The participant then needs to take a photo of the Activity Log and upload it onto their relevant section page on eDofE. ***They should also include at least 1 or more pictures of supporting evidence such as a picture of them cooking / what they produced / them training or volunteering etc.***

[illegible]

I will explain more about evidence to participants in their enrolment sessions but see the next page for examples of a previous participant's activity log for their Skill's section and evidence from their eDofE account.

Example of how to add evidence



Notes:

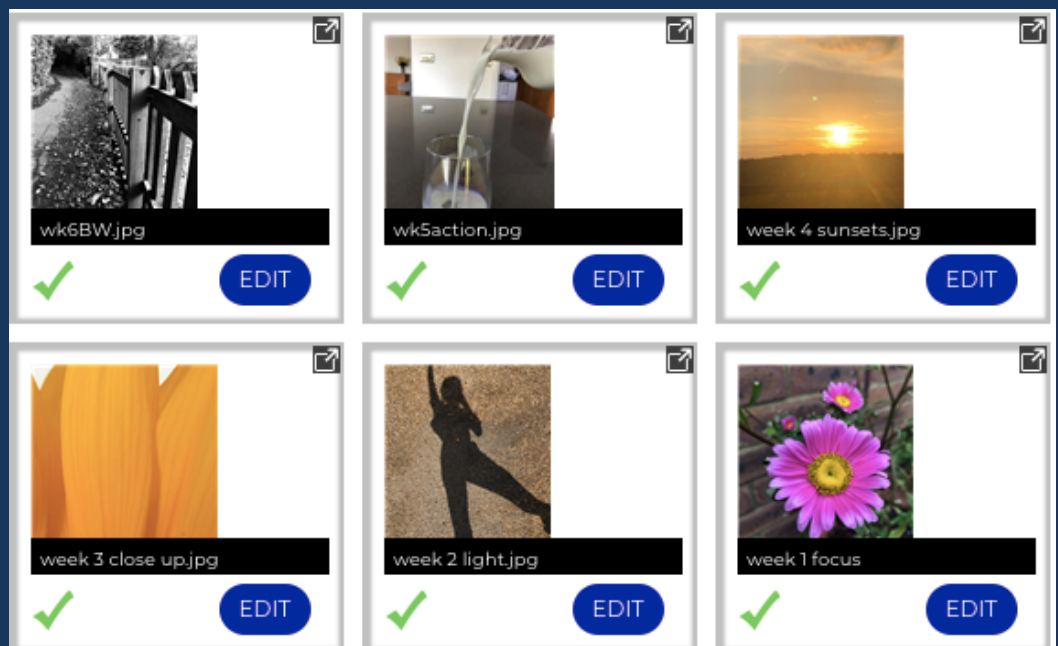
- If extra space is needed, use an additional log.
- This Activity Log is only a personal record of the time you spend on your activities for each section.
- Remember to add this information, along with scans, photographs etc. (as high resolution jpegs) as evidence into eDofE.
- Download extra copies of this Activity Log, plus logs for the other sections, from www.eDofE.org or www.DofE.org/go/downloads
- For Expedition/Residential records, please refer to the Keeping Track booklet.
- You can ask your Assessor, Leader, instructor, trainer, coach, mentor etc. to initial each entry.

←
Activity Log

Supporting
evidence
↓

Date	What you did	Hours	Initials
1/9/2021	I enrolled in the DofE online photography skills course. I watched two videos on focus and idylizing on a smart phone. I took 9 photos of flowers using these techniques.	1	TG
	Continued - I also joined the DofE Smartphone Photography course group on facebook so my assessor can see the photos I post and give me feedback. The course is		
	Continued - a DofE Smartphone photography skills course with sharp shots photo club.		
12/9/21	I did the second task which the theme was light. I watched an 11 minute and a 5 minute video and spent 4.5 mins outside taking pictures. I took some shadow	1	TG
	Continued - pictures and pictures using light. I uploaded 6 pictures onto the facebook group.		
18/9/21	I did the third task. The theme was close ups. I watched an 11 minute video and a 3 minute video. I spent an hour outside taking pictures	1	TG
	Continued - close up and using different patterns and textures. I uploaded 10 photos on the facebook group.		
20/9/21	The fourth task was sunsets. I watched two videos and I went on a car ride in the evening and	1	TG
	Continued: took six photos and uploaded them on the facebook group.		
4/10/21	This theme was action. I watched two videos about how to capture action in photos. I took some pictures to do with splash and a photo of	1	TG
	Continued - a spinning bike wheel. I spent an hour capturing 6 photos and uploaded them onto the facebook page.		
11/10/21	Black and white was this weeks theme. I watched two videos about how to capture photos using the black and white filter. I took 6 photos and uploaded onto Pb.	1	TG

This participant uploaded photos of the activity log each week as well as a photo to prove they had done what they had written on the log. They also entitled each picture with the relevant week number they were on.



KEY DATES



- Application deadline: **MONDAY 18th JULY 2022**
- Enrolment onto the eDofE platform will take place over the course of next week but participants can have started working on their sections from the **1st August**
- Silver information evening - **28th September** at Presdales School
- Silver Training Day - **Saturday 14th January** at Presdales School
- Silver Practice Expedition – **Wednesday 19th - Fri 21st April 2023**
- Section completion deadline* - **Monday 12th June 2023**
- Silver Qualifying Expedition - **Wednesday 12th – Friday 14th July 2023**

*Please note that participants must have completed and signed off **2 of their 3 sections** by this deadline in order to come on the Qualifying expedition of 2023.

Information regarding appropriate kit can be obtained via the electronic copy of the itineraries which will be sent out to parents and participants shortly after enrolment.

COST OF THE SILVER AWARD PROGRAMME

Total cost: £310.00

This covers the following:

- eDofE registration fee
- Alternative Activity Provider fee (BXM Expeditions)
- Administration costs and expenses

Please note that participants will be expected to organise their own travel arrangements to and from expeditions and that travel costs must be covered by the participant.

Payment Schedule:

- a non-refundable deposit of £60.00 must be paid upon application.
- Payment 2 - **£125.00 - 23rd September 2022**
- Payment 3 - **£125.00 - 25th November 2022**

Summary of the Terms and Conditions of the DofE Silver Award Programme at Presdales School 2022-23

1. Applications must be completed **by Monday 18th July 2022** and any changes in information must be conveyed to Mrs Young or Miss Haywood in writing within 30 days of the change.
2. The full price of the award is **£310.00**. This covers the cost of planning, organising and carrying out the Silver Duke of Edinburgh's Award programme at Presdales School who are working with BXM Expeditions (an experienced Approved Activity Provider with a full AALA licence for the activities they provide who work with schools across the country). BXM Expeditions facilitate the Expedition section.
3. A **non-refundable deposit of £60.00** must be paid to the school via [WisePAY](#) upon application. The remainder of the cost of the award should be paid in full or in instalments via WisePAY by the following deadlines:
£125.00 by **Friday 23rd September 2022**
£125.00 by **Friday 25th November 2022**
4. The cost of the award programme **does not include all expedition equipment. Tents, stoves, gas and maps will be provided**, but certain equipment will need to be obtained by the participant. *More information about what kit is required for a Silver expedition will be given to participants on the training day and will be forwarded to parents. Please note that participants will be expected to organise their own travel arrangements to and from expeditions and that travel costs must be covered by the participant.*
5. Participation is voluntary and parents/guardians are free to withdraw the participant from the programme at any time. However, should they choose to withdraw, they must ensure that they notify the school **at least 4 weeks prior to any expedition date** in order to be eligible for a partial refund. If a participant is unwell and thus unable to take part in an expedition, **we cannot offer a refund**. Instead, the participant will have the option of booking onto a [BXM Open Expedition](#) at a date that suits them **at no additional cost** to fulfil that element of the DofE programme. They can also join onto a future Presdales expedition **at no additional cost**.
6. Participants must commit **1 hour per week** of their time towards their Volunteering, Physical and Skill sections over the course of **3/6/12 months** depending on their section lengths. Please note that only 1 hour of time spent on the section activity will count per week. I.e, if the participant volunteers for 3 hours on a Saturday, only 1 of those hours will count towards their section completion. They must upload a detailed description of each activity, clear and personal goals and their Assessors' contact information* for each section onto their eDofE account upon enrolment. We will contact the participant if there are any problems with their eDofE or section choices. ***Please note that relatives cannot act as Assessors and participants cannot volunteer for a profit-making organisation.**
7. Parents/guardians are asked to support the participant in choosing their Volunteering, Physical and Skills section activities. **Please read the information about suitable section activities which is provided in the launch materials and guidance before deciding what to do for the skills / volunteering / physical sections.** Participants are required to log evidence onto their eDofE account **on a weekly basis** from the start date of each section until the 3/6 /12 month period has elapsed.
8. We encourage participants to demonstrate **consistent commitment to the programme** and will offer support and guidance to both participants and parents throughout their programme. **However, it is ultimately the responsibility of the participant to fulfil the programme requirements and complete their award. After the date of the Qualifying Expedition, Presdales will no longer chase participants on any outstanding elements of their programmes.**
9. **Participants must have completed 2 of their 3 sections (Volunteering, Physical or Skills) by uploading valid assessor reports for these two sections by Monday 12th June 2023.** Failure to meet this deadline may result in them not being eligible to take part in the Qualifying Expedition in July 2023. Should this be the case, the participant will be offered the opportunity to complete their Qualifying expedition in the next academic year (2023-2024).
10. **ABSENCE FOLLOWING AN EXPEDITION WILL NOT BE AUTHORISED WITHOUT MEDICAL EVIDENCE.**
11. Participants must meet all [20 conditions](#) of the Expedition Section. Failure to do so will result in them being withdrawn from the expedition and **parents will be required to collect the participant from the expedition** or organise alternative arrangements for them to be collected from the expedition location and communicate these with the expedition leaders.

Contact and Support



For support with section activities and assessor reports:

please email Mrs McMenamin on DofE@presdales.herts.sch.uk
or Herts County Council DofE Support Team:

E: dofe@hertfordshire.gov.uk

T: 01992 588225

For support with your eDofE account ([timescales](#) / [activity changes](#) etc):

Please email eDofE support or Mrs McMenamin

edofe@dofe.org

DofE@presdales.herts.sch.uk

For financial information / wisePAY:

Please email Mrs Young

E: trips@presdales.herts.sch.uk

T: 01920 462 210

EXT: 277

For financial support

Please contact Ms Jennings

E: SJennings2901@presdales.herts.sch.uk

T: 01920 462 210

EXT: 240



For support with [kit](#) / [expeditions](#) (inc. [Open Expeditions](#))

Please contact Miss Haywood or Leigh Rose from BXM Expeditions:

E: DofE@presdales.herts.sch.uk

E: leigh@bxmexpeditions.co.uk

W: <https://www.bxmoutdoors.com/>

T: 0800 433 2963

For general enquiries, please check the DofE Website which is excellent.

<https://www.dofe.org/>

Miss Haywood – DofE Award Coordinator

DofE@presdales.herts.sch.uk



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