



PRESDALES SCHOOL

Achievement for all

Headteacher: Mr M Warren

Hoe Lane

Ware, Herts

SG12 9NX

Tel: 01920 462210

Email: admin@presdales.herts.sch.uk

Presdales School - eDofE Guide - Bronze

Congratulations on your successful application onto the Presdales School Bronze DofE Programme of 2022-2023. Your eDofE account will become active from Monday 5th September 2022. You will, however, be able to backdate your start date for your sections to August 1st 2022 if necessary. Your DofE Leaders, Miss Haywood and Mrs McMenammin will create your accounts and provide you with your login details via your school email address.

Please keep an eye on the post for your **DofE Welcome Pack** which will be posted to you once you have logged in and entered your address onto eDofE. You can download a digital copy here: www.dofe.org/welcome-packs-dth



Step 1: Activate your account

To sign into eDofE, go to www.edofe.org and enter the username and password that you have been provided with via your **school email address**. (Make sure you check your junk folder just in the case that you cannot find it and email DofE@presdales.herts.sch.uk if you need help).

Your username will *usually* (but not always!) be your full name e.g. firstnamesurname (but may include a number) and your temporary password will be set to your date of birth in the format ddmmyyyy. **Never assume that you can guess your login or you may find yourself locked out of eDofE for 24 hours. Please look for our email before you try logging in for the first time.**

The first time you sign in, you will be asked to enter a few personal details (e.g. address) and change your password. Your new password should be something memorable and be at least six characters long. You must include one capital letter and a number – remember passwords are case sensitive. **We recommend that you write your username and password in your phone and on something you can stick to the fridge at home or somewhere you can access it that is personal to you, for future reference.** If ever you forget your username / password, you should email us to ask for it to be reset.

If you'd prefer to watch a quick video which explains how to activate your account in more detail, [please click here](#).

Step 2: Select your timescales

You will need to decide how long (how many months – 3 or 6) you are going to spend on each section– you are able to change this later on if you change your mind. Choose the activity that you enjoy the most for your longest section. If you need to change your timescales at any point, [click here](#) to find out how.

Step 3 – Enter your section activity information

Before you start your activities for each section, you will need to enter some information on eDofE and get this approved by us to ensure that the activity meets the criteria. If you're still unsure about what a suitable section activity looks like, [please click here](#). For the Volunteering, Physical and Skills sections you will be asked to enter the following information onto your eDofE account:

- Start date
- Activity category (select this from drop down list)
- What you will be doing (please type this and provide detail here)
- Where you will do the activity (type the location)



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- What your goal will be (please make this **detailed** and personal to you and what you want to achieve)
- Who your Assessor will be (**THIS CANNOT BE A RELATIVE**). This should be someone who is able to monitor and support you with your progress on a weekly basis such as a sports coach or teacher.
- Their position (job title) and contact information .
- Select your leader who is Miss Haywood.
- Click 'submit for approval'.

Step 4 – IGNORE THE EXPEDITION INFORMATION

Your Leader (Miss Haywood) will set up your expedition information for you in due course. Leave your expedition section blank and just focus on your Volunteering, Physical and Skill sections.

Step 5 – Start adding evidence

[Click here](#) for a quick video which explains how to do this this.

Evidence can include photographs, certificates, videos etc and you can add as much as you like. You can also use [activity logs](#) which are a nice and quick way to manage your evidence. *We ask that you are proactive with uploading evidence of what you are doing each week towards completing your sections.* **Uploading evidence is compulsory if you have asked Miss Haywood to assess you for one or more of your sections. Without evidence uploaded onto eDofE, Miss Haywood will have no proof that you have fulfilled the necessary requirements for her to write a report.**

Step 6 – How to complete a section.

To complete a section, you will need your Assessor to write you a report which justifies that you have made progress towards your goals and that you've been committed to spending **1 hour per week (no more, no less)** towards the section activity over the course of the set timescale (3/6/12/18 months). The Assessor report should be written by your Assessor and include your name, the activity that you did, confirmation of the dates between which you did the activity and a short report evaluating your aims & objectives confirming whether they were met.

How to submit a report online (recommended method)

- Provide your Assessor with your eDofE ID number (accessible if you log into eDofE).
- They can then submit their report online at www.dofe.org/assessor.
- The report will then need to be approved by us (Mrs McMenemy) before it will show on your account.
- Any questions? Please email Mrs McMenemy about this - DofE@presdales.herts.sch.uk

Alternatively, they can write their report on the report card included in your Welcome Pack. If you have lost these, [please click here for the templates](#) to print off and give to your assessor. You will then need to scan or photograph the report and upload it as evidence making sure you tick the box to indicate it is your Assessor report. BEFORE SUBMITTING IT, [please check it against this checklist](#). If you have a smartphone you can take a photograph and upload it using the mobile website m.eDofE.org or DofE app.

If you have asked Miss Haywood to be your assessor for one or more of your sections and you need her to write a report, **please email DofE@presdales.herts.sch.uk with your request**. Your report will then be written electronically.



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Step 7 – Submit your sections for approval

When you have completed a section and have an Assessor report uploaded, you can select the 'submit section for approval' button so that we can approve the section.

Once you have submitted all of your sections and we have approved them, your Award will be sent through to Herts County Council for final approval.

Frequently Asked Questions and Common Issues!

If the following doesn't answer your question, please email DofE@presdales.herts.sch.uk
Further support is also available if you click on the link below:

[Presdales School DofE - Support for Bronze participants](#)

Can I spend more than 1 hour per week on a section activity to complete it more quickly?

No. Unfortunately not. It is part of the ethos of the DofE Award Programme that participants are willing to demonstrate commitment to their section activities over a prolonged period of time. Only 1 hour of a participant's time spent on a section activity will count towards their section completion timescales. For example, if you play hockey for a club outside of school, only 1 hour of your time playing or training with this team each week will count towards your Physical section, even if you have participated for more than 1 hour during the week. In other words, if the participant's Physical section timescale was 3 months, they would need to complete 12 1-hour sessions of hockey before the Assessor can write the report.

What if a participant can't do a week, gets ill or just needs to take a break from their section activities?

This is not a problem. Just pick up from where you left off. It's better to think of your sections as sessions rather than as weeks. For example, a 3-month section should be viewed as 12 x 1-hour sessions with a break of at least a week in-between each session.

Can a family member be my assessor?

No. Your assessor must **not** be a relative.

Can I do dog walking for my volunteering section activity?

No. Dog walking is NOT a valid volunteering section activity but it could be used for your physical section (walking for 1 hour per week using a distance and time tracking app such as Strava to log your progress – the dog can come too!).

Can I work for a shop or a place of work and just ask not to be paid for my volunteering?

No. **You cannot volunteer for any profit-making organisation.** You can only volunteer for organisations which have charity status or which are a not-for-profit organisation.

I've forgotten my username or password, what should I do?

If you have forgotten your username, please email us at DofE@presdales.herts.sch.uk so that we can check and confirm this information with you. Remember - if you enter your password incorrectly too many times your account will be locked for 24 hours. Just email us!



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I have lost my Welcome Pack, can I get a new one?

You can download a digital copy of the Welcome Pack including Assessor report cards at www.dofe.org/welcome-packs-dth

How can I change my timescales?

[Click here](#) for a quick video which explains how. Or, select 'My (level) DofE' and expand the 'overall timescales' section. Choose the timescales that you want to change to and click the 'save' button.

Can I change activity?

[Click here](#) for a quick video which explains how to do this. The system provides you with the opportunity to change your sectional activity once. You should only change activity if there is a situation which arises which is out of your control e.g. for your Physical section if the football games were cancelled because the team folded or you have been injured and cannot continue the activity. Your initial programme plan and evidence must first be approved by your Leader before the 'change activity' option will appear.

What happens once my Award is approved?

Once we have approved all sections of your Award, it will be submitted to County for final verification. They will look at your Award within 20 days of it being submitted. Once approved they will issue your certificate and badge and send it to Miss Haywood to be presented to you in an assembly.

Can I start the next level (Silver / Gold) if I have not yet completed my current programme?

The system will allow you to start your next level of DofE programme (Bronze to Silver, Silver to Gold or Bronze to Gold), but you will need to speak to Miss Haywood about enrolling.

To start the next DofE level you must have at least one section completed of your previous level online. You will not be able to start a section at the next level if you have not yet completed it at the previous level e.g. you cannot start a Silver Skills section if you have not yet completed it at Bronze level.

We hope that you have found the above helpful but please do email us if you require any further support.

Kind regards,

Miss Haywood

DofE Coordinator

DofE@presdales.herts.sch.uk