



### Key dates 2020-21

**Deadline for enrolment forms to be returned** in person to **Mr Dixon, Mrs Kershaw** or **Miss Street** in the Common Room: Thursday 1 October

**Deadline for £50 payment** to be made online (covers enrolment and admin) Thursday 1 October

**DofE Launch Parents Information Evening** (aimed at families new to DofE): Will be available online in late September (details will follow via email)

**Expedition Information Evenings** (duplicated for convenience): Tues 12 or Wed 13 January (might be delivered online)

**Expedition training starts on Monday afternoons:** Spring term for Y12

**Expedition payment of £210 due:** Friday 14 February  
(Expedition balance of £210 payable in spring term of Y13)

**Practice Expedition (Year 12):** Sunday 11 July to Thursday 15 July

**Compulsory Expedition debrief day** (8:45 to 3:00): Friday 16 July

### Contacts

Mr Dixon—Director of DofE at South  
Miss Street—DofE Administrator  
Mrs Kershaw—DofE Administrator  
Email: [dofe@southbromsgrove.worcs.sch.uk](mailto:dofe@southbromsgrove.worcs.sch.uk)

Please contact us by email because none of us are easily contactable by telephone. We can phone you back if needed. There is a voicemail facility on the main school telephone if you cannot use email.

**Twitter: @SBHSDofE**

**[www.dofe.org](http://www.dofe.org)**

**[www.southbromsgrove.worcs.sch.uk/dofe](http://www.southbromsgrove.worcs.sch.uk/dofe)**



## Gold DofE 2020—2021

### Essential information

- Please keep this booklet for future reference.
- The deadline for enrolment forms and online payments is Thursday 1 October.
- At enrolment, equal priority is given to students who are new to the school and those who have completed Silver Volunteering, Physical and Skill on eDofE.
- We cannot promise to be able to offer Expeditions in 2021 due to the ongoing situation with Covid-19. Students who complete their Volunteering, Physical and Skill will receive an official DofE Certificate of Achievement.
- Places on the Expedition training programme will be offered in January of Y12 to students who have correctly set up their eDofE with details of their section activities and some evidence of their progress.
- Students (with support from their parents/carers) must find a suitable Assessor for each section.
- Assessor reports are completed online by the Assessor. In certain circumstances, they can be completed on assessor cards.
- It is essential that participants are available every Monday from 3:30 to 4:30 during the spring term. Key dates are on the back of this booklet.
- Email us on [dofe@southbromsgrove.worcs.sch.uk](mailto:dofe@southbromsgrove.worcs.sch.uk)

## What is the Duke of Edinburgh's Award?

The Duke of Edinburgh's Award is a personalised and non-competitive achievement programme for young people which was started in 1956 by HRH The Duke of Edinburgh. It exists at three levels: Bronze, Silver and Gold. The higher the Award, the longer the minimum timescales, and the older the minimum age. At South Bromsgrove High School, students in Year 10 are able to participate in Bronze. Silver is offered to students in Y11 who have completed Bronze. The Gold Award is available to students in the sixth form.

Five sections make up a Gold Award:

- Volunteering
- Physical
- Skill
- Expedition
- Residential (only at Gold)

Young people choose their own activities to meet the requirements of each section. This means that each participant develops a programme of activities that meets their interests, opportunities, skills and goals.

Participants find an adult who is not a family member to assess them for their Volunteering, Physical and Skill activities. The Assessor needs to have some experience or expertise in the area they are assessing, but they don't have to have a formal qualification or role.

## FAQs

- I don't think we can afford the cost of the Expedition section. Can school help?  
⇒ You are welcome to pay the Expedition fee in instalments. If you are entitled to the 16—19 Bursary, please contact Mrs Sherry in the 6th Form team ASAP to discuss whether financial assistance is available. In recent years, students have successfully used their 16—19 Bursaries to contribute towards Expedition costs and personal Expedition equipment.
- I know someone in another school and they offer DofE at a lower price. Why does it cost so much at South?  
⇒ We regularly meet with DofE Managers at other schools and our fees are in line with the majority. Every school is different. In many schools, where there are fewer participants, the school directly funds some of the costs, for example staff training and qualifications, the cost of equipment, the supply cover costs, etc. At South, the school is unable to afford to do this.
- How much will the Expedition equipment cost me?  
⇒ The most expensive personal items are the boots, rucksack, waterproofs and sleeping bag. There are great deals in discount outdoor shops like Mountain Warehouse and Go Outdoors. You don't need expensive items—budget choices work fine too. You get 10% off in Go Outdoors through DofE.
- Will my son/daughter get a place?  
⇒ All educational visits are subject to the same restrictions on behaviour, so as long as your son/daughter has a good behaviour record in school, they will be enrolled on DofE.
- What happens if they break the rules on Expedition?  
⇒ Sadly, if a participant breaks the school rules or DofE rules on their Practice or Qualifying Expedition, we will contact you to ask you to come to collect them and they will not pass their Expedition.
- What if my son/daughter doesn't complete the Expedition through South?  
⇒ They will remain enrolled in the Award scheme and will be eligible to complete their Award before they turn 25. Expeditions are provided by Approved Activity Providers—search online for opportunities.

## How can parents/carers help?

- Discuss with your son/daughter which activities they are going to do for each section and help them to find a suitable Assessor.
- Encourage your son/daughter to get started on their three sections before the end of September, to prevent disruption during their exam preparations in Year 13.
- Check that your son/daughter has set up their Gold level on eDofE by attending the after school session in the autumn term, otherwise they will not be offered a place on the expedition.
- Make sure that your son/daughter keeps their Welcome Pack safe at home (it will arrive in the post).
- Keep your son/daughter motivated to spend at least one hour per week on each of their three sections.

### How much does it cost?

The enrolment and administration fee for Gold is £50. From this, £29 is paid by the school to DofE to buy the 'Participation Place' and Welcome Pack. The remaining £21 is used in school to cover the annual cost of the DofE licence and the administrative time required to run the Award in school.

The Gold Expedition fee for the two years is £420, which covers three Expeditions. This amount is split up as follows

- £210 payable during the spring term in Year 12
- £210 payable during the spring term in Year 13

Whilst this may seem a lot, DofE at South receives no funding from the school budget and must be self-sufficient. Significant costs include

- Purchase, maintenance and renewal of tents, stoves, maps and compasses
- Essential staff training and qualifications to keep students safe, e.g. first aid and expedition leadership awards
- Hire of the venues used for both expeditions
- Cost of supply teachers to cover absent teachers during the Expeditions
- Coach travel to and from the summer camp in Snowdonia

Fees paid to the school for DofE are non-refundable.

## Why should I do DofE?

### Recognition for the things you already do in your spare time

Many young people are already busy in their spare time with hobbies, sport, and activities which make a difference in their local communities. Doing your DofE allows your efforts to be formally recognised with an internationally valued award.

### Learn something new

DofE gives you the chance to take up a new type of physical activity, to learn a new hobby, or to get involved with a new organisation. When Mr Dixon did his Gold Award many years ago, he took up circus skills for his Skill section, and still practises today!

### Make a difference

For the Volunteering section, you will choose an activity which will make a real difference to people, animals or the environment in your local community. You will build confidence too, and you'll be able to talk about it at interviews for jobs, colleges, university, apprenticeships, etc.

### Have fun!

If you ask any SBHS DofE participant what the best thing is about their DofE, they will tell you how much fun they had, especially on the Expedition. Doing DofE at South will give you some of the very best memories of your teenage years.

## When does DofE happen?

### Timescales

At Gold, your Expedition involves four days walking, but additional days for travelling two and from the Expedition area. The other three sections require at least one hour per week on a regular basis. It is ok to do a couple of hours each fortnight, or to have short gaps, like over a holiday, as long as you make up the time afterwards. Your Volunteering activity must last 12 months. One other section must also last 12 months, with the third section lasting 6 months. You choose which is your shortest section. Make it easy for yourself—if you already have music lessons then this could be your Skill, so select your Skill as your longer section.

If you have not completed Silver Volunteering, Physical and Skill, one of your sections must be 18 months long.

### Can school lessons count?

No, DofE must be done in your own time. You can do art, acting or cooking for your Skill, but the work you do for school cannot be counted. PE lessons won't count for your Physical, but if you play for a school team that is fine.

### What is the timeline?

- Enrol in September and start your Volunteering, Physical and Skill ASAP, by the end of September at the latest.
- If we are limited in the number of students we can take on the Expeditions, priority will be given to students who have been correctly recording their progress on eDofE, and uploading Assessor reports. Your shortest section will be finished around Easter of Y12.
- Expedition training and planning takes place on Mondays from 3:20 to 4:30 throughout the Spring term. All sessions are compulsory. If you do not complete all elements of the training we cannot sign you off as safe to undertake the expeditions.
- The compulsory Practice Expedition takes place during a week in July of Y12.
- There is a compulsory Expedition training weekend in March of Year 13.
- The Qualifying Expedition takes place during a school week in July of Year 13.

## Expedition

The Gold Expedition takes place in Wild Country (mountains) so our training programme is designed to prepare you to be safe and self-sufficient as a group. Your Expedition is also assessed by external Assessors (not staff volunteers) so the standards are strictly reinforced. Sadly, these factors all add to the cost of providing the Gold Expedition.

Your Expedition must also have an Aim, which is a piece of project work that you complete during the Expedition. Examples include:

- What plants and animals live in mountain habitats?
- What evidence is there of glaciation in North Wales?

Over the two-year Expedition programme, you will spend the Spring term of Year 12 planning and preparing for a Practice Expedition, which takes place in July of Year 12. During this Expedition, you will be coached in essential skills such as navigation, cooking, emergency procedures, purifying water and wild camping.

During the Autumn term of Year 13, you will plan your Qualifying Expedition. In the Spring term of Year 13, you will attend a training weekend in the Brecon Beacons, which will build on your skills and prepare you for your Qualifying Gold Expedition, which takes place in July of Year 13.

### Expedition Equipment

For students who have completed Silver, most of their equipment will be fine for Gold. A full kit list will be issued after Expedition training begins. The school provides tents, stoves and fuel. Students also receive a food allowance which is paid in cash before the Expeditions (approximately £5 per person per night) to enable the group to shop together for their food. This means that each participant will receive approximately £50 back over the two years.

### Covid update

If we are unable to run Expeditions in 2021, any money that you have paid for the Expedition will be refunded. The enrolment/administration fee paid in the autumn term is not refundable because it covers DofE charges and administration. Participants who complete Volunteering, Physical and Skill sections will receive an official DofE Certificate of Achievement. See [www.dofe.org/thelatest/certificate-of-achievement/](http://www.dofe.org/thelatest/certificate-of-achievement/)

## Residential

To complete the Residential section, you must choose an activity that meets the following criteria.

- Staying away from home for five days and four nights with other people who are doing the same activity.
- The activity and accommodation must be led by an organisation, charity or Approved Activity Provider.
- There must be a minimum of six people on the Residential, but the significant majority of the group must be unknown to you. It's ok for you to go with one friend. If the group is very large, it might be ok for three of you to go together.
- The evenings must be spent as part of the group doing shared activities.
- The Residential must broaden your experience and interests. It is not a holiday!

**Before booking an activity which you hope will count for your Residential, it is essential that you complete the Residential Approval Form and email it to [dofe@southbromsgrove.worcs.sch.uk](mailto:dofe@southbromsgrove.worcs.sch.uk) before you book a place on the activity.**

This will prevent you spending money on an activity that might not count.

We strongly recommend getting your Residential booked for the summer holiday between Year 12 and Year 13.

### Good examples / suggestions

- University summer school (great for UCAS as well)
- Conservation holiday (e.g. building a stone footpath or clearing a canal)
- Children's activity camp (e.g. Blackwell Adventure near Bromsgrove)
- National Citizen Service (only counts if you complete it after you have enrolled on Gold)

## How do I get involved?

1. Discuss your enthusiasm with your parents/carers and agree with them what you will do for each section. See the detailed guidance later in this booklet and make sure you know the name of your assessor for each section. If you have any queries, email us on [dofe@southbromsgrove.worcs.sch.uk](mailto:dofe@southbromsgrove.worcs.sch.uk).
2. Pay the enrolment/admin fee online. We are no longer accepting cash or cheques for DofE. If you have issues with paying online, please contact the Finance Office well before the enrolment deadline.
3. Return the enrolment form before the deadline. The reverse of the enrolment form must also be filled in so that we know that you are ready to start suitable activities for your Volunteering, Physical and Skill. Take a photo of the back of your form before you hand it in! You need to hand your form in to **Mr Dixon, Mrs Kershaw or Miss Street**, in the **Common Room** during a Monday, Wednesday or Friday lunchtime. Do not hand it to your tutor. Do not hand it in at Reception. Remember that everyone who applies before the deadline will be enrolled. If the queue is very long, come back another day. But don't miss the deadline.
4. Get going on your section activities! If you don't start before the end of September, there is a real danger that your DofE activities will affect your exam preparations in Year 13, which may mean that you don't finish your DofE.
5. Set up your eDofE during your designated after school session in the autumn term and make sure you have uploaded some evidence of your activities so far, before the start of the spring term. This is an essential part of completing your Gold award and students who do not do this correctly before the start of the spring term will not be offered a place on the Expedition training programme
6. Ask your Assessors to complete their reports on you. They should do this online. If they cannot access the internet, you can help them. As a last resort, you can ask them to fill in an Assessor report card.

## Who will assess me?

- Assessors cannot be a family member, and they should be over 18.
- You should ask your Assessor **before you start** the activity.
- An Assessor should be someone who has a relevance to your chosen activity, but they do not need to be an expert.
- For example, if you are doing dance for your Physical, you should ask your dance teacher to be your Assessor.
- If you are doing knitting for your Skill, any adult who is not a family member can assess you, but they should describe their 'Position/qualification' on the Assessor report as 'Knitting enthusiast' not 'Surgeon' or 'PhD'.
- If you and a friend decide to do running for your Physical, your parent can assess your friend and your friend's parent can assess you, as long as both adults can describe themselves as 'fitness enthusiasts'. In this case, it is helpful if you upload to eDofE some additional evidence of your activity, such as a fitness tracker screenshots or a diary/record of your runs.
- The easiest way for your Assessor to complete their report is via [www.edofe.org/assessor](http://www.edofe.org/assessor). They will need to know your eDofE number, your level (Gold) and the section (e.g. Skill).
- If your Assessor cannot use the internet, you should help them. As a last resort, they can fill in a report card and you then have to upload a clear photo of it to the eDofE app or website. Before you give them the card, you need to fill in the top sections.
- If you are stuck finding an Assessor, please email us.

## Skill

By spending at least one hour per week developing an existing area of interest, or learning something new, you will develop life skills, organisation, new friendships and social confidence.

Make sure you understand the difference between Skill and Physical, e.g. golf is a Physical, not a Skill. Remember that your Skill is about **learning** not volunteering, so **learning** to be a referee and gaining a qualification is ok, but **being** a referee isn't.

### Good examples / suggestions

- Learning how to play a musical instrument (ask your music teacher to be your Assessor)
- Learning how to cook (ask an adult who is a good cook)
- Learning how to improve your photography using your phone (ask an adult who is a keen photographer or if you are stuck email us)
- Learning how to knit (ask someone who is an experienced knitter)
- Learning how to care for an animal and producing a project about what you have learned (ask someone with experience)
- Improving your skills in chess, snooker, role playing games (ask someone with experience)

### Covid update

There are loads of opportunities to learn something new or develop an existing skill at home. See <https://www.dofe.org/dofewithadifference/activities>. You could take an online course leading to a certificate in first aid, sign language, touch typing or Chinese all without leaving home. You could learn how to write computer code, or learn how to create and manage websites.

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at [www.dofe.org/do/activities](http://www.dofe.org/do/activities).

## Physical

By spending at least one hour per week for several months doing a Physical activity, you will improve your fitness and skills. Make sure you understand the difference between Physical and Skill so that your chosen activity counts, e.g. motorsports are a Skill, not a Physical. Golf is a Physical, not a Skill.

Many young people are already doing something that will count. But it's easy to find a new activity and it doesn't mean you need to play sport.

### Good examples / suggestions

- Team sports (ask your coach to be your Assessor)
- Individual sports (ask your coach)
- Dance, cheerleading (ask your coach)
- Outdoor sports e.g. canoeing, sailing, climbing (ask your coach)
- Going to the gym (keep a log of your sessions, some screenshots of your fitness tracker app, and ask a member of staff to assess you)
- Fitness e.g. running or swimming with a friend (keep a diary/log and some evidence from a fitness tracker and ask your friend's parent to assess you)

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at [www.dofe.org/do/activities](http://www.dofe.org/do/activities).

## Advice for assessors

Please give your Assessors a copy of this information!

Thank you for agreeing to assess me for one of my DofE activities!

I would like you to assess me for my **Volunteering / Physical / Skill** section.

I am doing my Gold Award, so I need to do this activity for \_\_\_\_\_ **months**.

My **start date** for this section was .....

My **goals** were .....

.....

The easiest way for you to sign me off is by going to [www.edofe.org/assessor](http://www.edofe.org/assessor).

**My eDofE number** is .....

Please write a short comment about my progress and achievements.

Please put something relevant in the 'Assessor's job title / Position'. If you are assessing me for Knitting, please put 'Knitting enthusiast' not your actual job title.

If you don't have access to the internet, please use the Assessor report card which I have given you. Please check that all parts of the card have been filled in.

Thank you so much for assessing me for my DofE. I couldn't do it without you!

## Choosing activities for the different sections

A DofE programme should be balanced. Whilst you can do rugby as an activity for the Physical section, coaching a junior rugby team counts as Volunteering, and learning to be a rugby referee can count for the Skill section, you aren't allowed to use rugby in all three sections because it won't give you a balanced programme.

Your start date for each section will be the date that you ask your Assessor if he or she will assess you, and you agree with him or her your goals and timescales.

When choosing activities for each section, it is essential that you check with Mr Dixon, Mrs Kershaw or Miss Street, or stick to tried and tested activities (e.g. those recommended in this booklet). It is very sad when someone finds out at the end of their six months that what they chose to do doesn't count and won't be accepted by the DofE Award Verifier.

Often, the same kind of activity can fit into more than one section, depending on exactly what you are doing. For example, learning first aid is a Skill, but spending time as a first aider is Volunteering. In these cases, it is **essential** that when you enter the details on eDofE at the start of your programme you get the emphasis right, and it is also **essential** that your Assessor does the same. If your Assessor writes in your Skill report how much time you spent teaching first aid to younger members of the St John Ambulance, that sounds more like Volunteering.

## Volunteering

Through Volunteering, you will be spending at least an hour each week for the duration of your activity making a difference to other people, animals, communities or the environment.

### What doesn't count (not an exhaustive list!)

- Anything you are paid to do, e.g. babysitting, sometimes football refereeing
- Working for free in a business, e.g. café, private nursery, stables, vets, hairdresser, GP surgery
- Helping someone who doesn't need help, e.g. dog walking for a neighbour who is capable of doing it himself
- Dog walking is very problematic, so we want you to avoid this activity

### Good examples / suggestions

- Sports coaching (for free; ask someone in the club to be your Assessor)
- Marshalling at the Junior ParkRun in Sanders Park on Sunday mornings
- Helping an elderly neighbour, e.g. fetching shopping
- Being a young leader, e.g. Cubs, Brownies, St John Ambulance, church group
- Helping kids in Year 3 with their reading
- Picking up litter in your local area and keeping a record of it (ask a local resident to assess you)
- Volunteering in a charity shop (ask the manager to assess you)

### Covid update

For this year only, you can volunteer for a family member, e.g. tutoring a younger sibling or helping an elderly relative learn how to use the internet, but you need to get someone who isn't a relative to assess you. Please avoid dog walking.

There are loads of opportunities to volunteer at home. See <https://www.dofe.org/dofewithadifference/activities>. You could be a friend to an isolated elderly person, count penguins on webcam footage, or classify galaxies for NASA, all without leaving home.

If you are in any way uncertain about your choice of activity, you must check with Mr Dixon, Mrs Kershaw or Miss Street, or email us. There is a huge list of suggested activities online at [www.dofe.org/do/activities](http://www.dofe.org/do/activities).