

How do I enrol to Complete my Duke of
Edinburgh Award?

Contents

The Next Step.....	4
Enrolment	4
- Why do you need to know my DOB/Ethnicity/Disability/Medical Needs?	4
Deciding your Activity for Each Section	5
- What needs to be approved in eDofE?	5
- I cannot find my chosen activity on the drop-down list?	5
- How do I edit the information in my Programme Planner once it has been approved?.....	5
- How do I change the activity but keep the time I've already done?	5
- How do I attach Evidence? And what evidence can I up load?	5
- How can I edit or turn pictures/scans through 180 degrees?	5
- Can I delete any evidence I've uploaded?	5
- How can my Supervisor/Assessor put their comments on my account?	5
Technology Requirements	7
- What IT set-up do I need to use DofE?	7
- Can I access eDofE from my iPhone or Android?.....	7
Using the EdofE Website/App.....	7
- How do I change my Username?	7
- How do I change my password?	7
- What happens if I forget my Username/Password?	7
- Can I change dates for my DOB/Enrolment/Sections?	7
- How do I view/edit my profile/thumbnail picture?.....	7
Welcome Pack.....	7
- What is an Achievement pack and how do I get one?.....	7
Upon Completion of a Section/your Award.....	8
- How do I get my sections approved?.....	8
- How to get my DofE Award approved?	8
- Why does it say I am a 'Direct Entrant' when I am busy finishing off my previous level?	8
- How do I reset my timescales if I want to change them or I have achieved the previous level and am longer a direct entrant?	8
What happens once I've completed my Award?	8
Other Questions.....	9
- What do I do if I want to move DofE groups/Centre?	9
- What happens if there is a national/local emergency/pandemic?	9
- What if my Son/Daughter cannot complete a section due to measures out of their control?..	9

The Next Step

If you wish to participate in completing your Duke of Edinburgh Award, please fill in the Duke of Edinburgh Enrolment form and either

- electronically and send it to dofe@sirgrahambalfour.staffs.sch.uk

Or

- Print it off and hand it into Reception

Additionally, you will need to pay a non-refundable deposit (explained in the letter you will shortly receive), via Parent Pay, by the end of November. If there are financial issues you will discuss, please contact dofe@sirgrahambalfour.staffs.sch.uk

Enrolment

Once the enrolment form and deposit have been completed, the next step will involve registering your Son/Daughter on the Duke of Edinburgh Award, and they can begin their adventure. Prior to your Son/Daughter receiving their log in details, please look at the Physical, Volunteering and Skill sections (found on the school website) and try to fill your ideas for each section.

When your Son/Daughter logs in for the first time in School, it will trigger a Welcome pack being sent home and your Son/Daughter downloading the EdofE app on their phone. Your Son/Daughter will need to bring with them the ideas they filled in and they will be able to fill in the activities they are doing for each section. Below are some commonly asked questions, if you have any additional questions please contact dofe@sirgrahambalfour.staffs.sch.uk

- [Why do you need to know my DOB/Ethnicity/Disability/Medical Needs?](#)

Your Date of Birth is used to check you are able to meet the programme age requirement. Information on your medical and disabilities enables your leader to take account of these and offer additional support during your award. All the information is used by the charity and Operating Authority to monitor our commitment to equal opportunities and target the resources

Deciding your Activity for Each Section

- [What needs to be approved in eDofE?](#)

Everything you add/up-load into your EdofE account needs to be approved by your leader. You can only achieve your Award if your leader has approved all your submitted work. If you don't submit any work, then you cannot achieve the Award. Your Leader can reject your work and this sends a message to your account. You can edit the work and re-submit it for approval.

- [I cannot find my chosen activity on the drop-down list?](#)

If your chosen activity does not appear or match with any on the list of activities, you can type your own description of the activity in the box. Check with your leader to make sure it is suitable and meets the section aims. A list of each section can be found appendix 1, 2,3, 4 and 5

- [How do I edit the information in my Programme Planner once it has been approved?](#)

Your leader needs to unapprove the information you have submitted. You can then change/edit your programme and re-submit it

- [How do I change the activity but keep the time I've already done?](#)

If your activity has been approved and started, you can change your activity once in each section, you must agree this with your leader. To do this, go into the section you want to change, click 'Change Activity' and fill in your new activity and press 'Request Approval'. If, and when, accepted the time spent on the previous activity will be considered and any evidence will be retained for our achievement pack

- [How do I attach Evidence? And what evidence can I upload?](#)

Go into the relevant section on the left-hand side and click 'Add Evidence'. Choose the icon of the evidence you want to add, and following the instructions. You can upload images (in JPEG form) video and documents (like word or PowerPoint). If you want to upload multiple documents/pictures the system will allow you to upload 20 at a time.

- [How can I edit or turn pictures/scans through 180 degrees?](#)

Once you have uploaded the evidence, press 'Edit' underneath it. You can either rotate or crop pictures, upload text or documents and change the title

- [Can I delete any evidence I've uploaded?](#)

Yes – just select the evidence you wish to remove and press 'delete'

- [How can my Supervisor/Assessor put their comments on my account?](#)

Your Supervisor/Assessor can make their comments in a number of ways:

- Online, via the EdofE website
or
- Your Supervisor/Assessor could e-mail you their report and you upload this to the right section of your EdofE Account
or

- By taking a photo of the report/text and up-loading this to the relevant section, via your EDofE account.

Technology Requirements

- [What IT set-up do I need to use DofE?](#)

You will need a computer with an internet connection, any standard internet browser (preferably Internet Explorer 7 or above), PDF viewer and Microsoft Office

- [Can I access eDofE from my iPhone or Android?](#)

You can access your DofE account via any device with internet access.

Using the EdofE Website/App

- [How do I change my Username?](#)

Go to 'View/edit my profile' under your profile under your profile picture at the top left-hand corner of the screen

- [How do I change my password?](#)

- [What happens if I forget my Username/Password?](#)

If you remember your username, but have forgotten your password, then go onto the EDofE website and click on the 'Forgotten your Password' and follow the steps. If you have misplaced/forgotten your username then please contact your Mentor/DofE Manager.

- [Can I change dates for my DOB/Enrolment/Sections?](#)

- [How do I view/edit my profile/thumbnail picture?](#)

Click on the 'View/Edit my profile' in the top left corner. Subsequently click on the relevant sub category and you'll be able to edit the section. You won't be able to modify your picture once it has been up loaded, but you are able to crop the picture if you so wish

Welcome Pack

- [What is an Achievement pack and how do I get one?](#)

Your Achievement Pack is a personal record of your DofE Programme, which you can create using your eDofE evidence, once your Award has been approved. You create it yourself using JPEG evidence you have submitted, supplemented if necessary with some library images we had added. A 'get it' button will appear in your eDofE account once your Award has been approved, and you then follow the process. You cannot create an Achievement Pack if your Leader has used the 'Achieved Off Line' function to submit your Award for approval.

Upon Completion of a Section/your Award

- How do I get my sections approved?

When you have met the minimum requirements a 'Submit Section for Approval' button will appear at the bottom of the relevant section Programme Planner. When you are ready to send your section for approval click on this button. This will send an alert to your leader who will query or approve the section. If they query it you will receive a message outlining the reason and you will need to answer the query before the section can be approved

- How to get my DofE Award approved?

When you submit the final section for approval the system will alert your leader that it is the final section and that if they approve it, your Award will automatically be sent to your Operating Authority for the final checks and approval. They may query your Award. If so, both you, and your leader, will receive a message outlining the reason and you will need to answer the query before the level is approved.

- Bronze and Silver level: you will get a confirmation message and e-mail from your Operating Authority when the Award is approved.
- Gold Level: you will get a confirmation message and e-mail from your DofE Regional/County Office who will make one final check to ensure your Award meets the requirements.

- Why does it say I am a 'Direct Entrant' when I am busy finishing off my previous level?

You remain a direct entrant until the previous level of Award is completed and approved by your Operating Authority. Once this is done you are considered a non-direct entrant and can adjust your section timescale accordingly.

- How do I reset my timescales if I want to change them or I have achieved the previous level and am longer a direct entrant?

Go to your programme overview from the homepage called 'MyBronze/Silver/Gold DofE'. Then click on the timescale to show them and make adjustments and press save. The system will automatically ensure the minimum timescale you have chosen meets the programme requirements. If you have made an error this will be explained with an 'on the screen error message'

What happens once I've completed my Award?

Upon completion ...

Other Questions

- What do I do if I want to move DofE groups/Centre?

Talk to your DofE Manager. The centre Co-ordinator can move you between groups in your centre. Moves between centres and Authorises current need to be done by the regional DofE Office, if you are moving regionals, please inform your manager to allow the process to start (as the process could take a number of weeks)

- What happens if there is a national/local emergency/pandemic?
- What if my Son/Daughter cannot complete a section due to measures out of their control?