



Bitesize guide to setting up eDofE and evidence

for an Award. Trinity Academy, Edinburgh 30.10.2019

This guide will help you to complete your DofE online. You can do much more on eDofE than outlined below. Please make use of the messaging system in Communications in eDofE to contact Mr Blevins with any queries.

Step 1: Activate your account

To sign into eDofE go to **eDofE.org**. Enter your username and password which you will have received via email at the address you put on your enrolment form.

Once you have signed in, you will be asked to enter your details and change your password to a more personal one. When completed, your Welcome Pack will be sent by Head Office to your postal address. If you haven't received this between 10-21 days afterwards contact D of E Head Office directly. **NB:** As long as your activity choice has been approved by your Leader in eDofE (see Step 4 below) you can start your activities! You **do not have to wait** until your Welcome Pack arrives.

Step 2: Decide on your timescales

You will be asked to decide how long you are going to spend on each section. Don't worry if you change your mind later – your timescales can be amended.

Step 3: Choose your programme

Once you have chosen your activities you need to enter the following information into your account

- Start Date
- Activity category (from list)
- Activity title

You will then need to answer three short questions to give your Leader the information they need. They don't need to be really long answers but it needs to be enough for them to understand where, what and who you are working with. Please include your Assessors full name and either a telephone number or email address so they can be contacted by your Leader if required. Your Assessor must be over 18 and cannot be a family member.

Step 4: Submit your activity choice for approval

Select the Leader that you want your request to go to. Then click on the [submit for approval] button. This will send your choice to your Leader for approval. Do not start your activity before it has been approved by your Leader as it might not qualify.

Step 5: Add evidence during and after completing your activities

You need to add evidence to show what you've been doing. Please see the section below about the types of evidence that should be used. **NB:** In January, we use the amount of evidence visible in a participant's eDofE account to help decide who we offer expedition places to, as they are often oversubscribed.

Step 6: Submit your section for approval

Once you have completed a section, upload your self-reflection (if required) and your Assessors Report and click the [submit section for approval] button. Your DofE Leader will then be able to approve your section as complete if everything is satisfactory.

When you have submitted all your sections and your Leader has approved them your Award will go through to your Operating Authority for final approval.

Guidelines for submitting evidence.

You can add as much evidence as you like but the minimum* requirements are:

- For Bronze: A fully completed Assessors report, including your start and finish dates and the Assessor's contact details
- For Silver: An Assessors Report, as at Bronze, **plus** a reflective paragraph (see below).
- For Gold: An Assessors Report, as at Bronze and Silver, **plus** a reflective paragraph **plus** at least one piece of other evidence (see below)

***NB:** Minimum evidence will not secure you an expedition place when allocated in January!

Types of evidence.

- Assessors Report (see below)
- Self-reflection. This should refer to the goals you chose before you began the activity. Did you achieve them or not? What were the memorable moments? What did you learn about the activity and/or yourself. What next? This can be a written paragraph, it could be filmed or recorded on an audio file if you prefer.
- Photos taken during your activities or at the venue. (**NB:** You need to ask permission to take pictures of other people especially if you are putting them online)
- Paper evidence eg certificates, training schedules, music, letters etc. Take a photo of them and upload them.
- Film and voice clips
- Web links to YouTube, blogs etc
- Maps, expedition route cards

All evidence files should be clearly named/described. For example, 347754.jpeg is not descriptive enough.

Guidance on completion of the Assessors Report

The completed report **must** include your name, ID number, the activity, your start and finish date, a short report about what you achieved, the Assessors name and either their telephone number or email address. Ideally you should give your Assessor, the 'Assessor's Guidance Notes' from your Welcome Pack, at the **start** of your activity, and the 'Assessor's Report Card' to them at the **end**.

There are two ways your Assessor can complete your report:

- Though the website **www.DofE.org/Assessor**. If your Assessor does this, it will be automatically sent to your Leader first and they will then forward it to you though eDofE.
- Complete the 'Assessor Report Card' that you give them from your Welcome Pack. Once they give it back to you, photograph and upload it yourself. You then need to submit it to your Leader for approval.

eDofE Training videos

There are eDofE training videos suitable for D of E participants at www.youtube.com/user/theDofEUK.

This site has resources for everyone involved in D of E – leaders and participants.

Some of the videos will help you use your eDofE account.

Click the [playlists] menu at the top of the page, find and click the [eDofE training video playlist] and then [View full list]. Videos 5, 6 and 15 could be useful to you.

Alternatively type in www.youtube.com/playlist?list=PLJwqW7XmD1vna80L6tOKb3LpsHBDYF7KM to go directly to the playlists if you prefer!

eDofE App. You can download the new app for free from the App Store or Google to start, manage and complete your Award if it is more convenient than using the eDofE website.