



Starting Bronze DofE

To-do list for Form III pupils:

1. Log into your **DofE** account. This is a first step of gaining your Bronze DofE Award.
 - Save your password into your phone (and biometric log-in).
 - Download the **DofE app** – you do not have to use the app, but most pupils do.
 - Check that your email address is correct - use your **personal email** or your school email rather than a parental email.
 - Set an **avatar** for your account (any sensible picture will do).
 - There is a messaging facility in the app for you to send and receive messages: use this to ask questions if you need to and **check** for **red notifications** to see if there is anything you need to do. Alternatively, you can message Mr Sedman, Dr Scheuerl or Mr Johns via Teams.
2. Entering section details
 - There are three different activities that you need to tackle (plus the expedition). These are Physical, Skills and Volunteering. Two of these activities you will do for 3 months and one must be for 6 months. You will need to select which of these three activities you will do for 6 months and update this on the app.
 - In eDofE, enter details of each section activity, including the **adult** that will be your **assessor** and some of their details. Your assessor *cannot* be a family member, but any other adult is allowed.
 - You can back-date an activity to when you started it (as far back as 1st June). It will default to the current date unless you change this, so check this with care.
 - You can enter a future date of when you intend to start an activity. If you are unsure of your assessor's phone or email details, this can be left blank initially and added later.
 - Once you have entered details for a section press the **SUBMIT** button. This allows each section to be checked, and ensures that you don't do an activity in the wrong section, or do an activity that cannot count at all. You will need to **SUBMIT** each activity.
 - If wish to amend or update details after submitting, click on, **revert to draft** and then edit any details. You will then need to press the **SUBMIT** button again.
 - Note: You will not be allowed to sign up for the assessment expedition until you have entered these details, so it must be done by you in order to complete your Award.

3. Do the activity regularly for at least **3, 3 or 6 months**.

- There are suggestions at <https://www.dofe.org/do/sections/> for activities.
- This could be a weekly commitment, but for activities that don't run every week, this equates to **13 or 26 hours** of your time and must include activity over the entire time period. The first and last time doing the activity must be at least 3- or 6- months apart.
- Activities could be two hours per week every fortnight, or even four hours once a month.
- Add **labelled** photos (or words) of what you are doing in each section regularly (eDofE: "**Manage Evidence**"). Include the date each time (edit the evidence name to say the date).

4. At the end of each section, you must ask your assessor to write a short report on you (a couple of sentences is accepted, although many assessors write a lot more).

- This is best done by asking your assessor to go to www.dofe.org/assessor with the 7-digit ID number that you can get from your eDofE account.
- An assessor report can also be written by your assessor on an **assessor card** that you were posted after you first edited your eDofE app, and you then take a photo of the card and upload it to your eDofE account to finish the section.

5. A few notes specific to Form III and the Bronze Award:

- You can only count CCF for your volunteering section if you are in a promoted post (MOI completed) and involved in giving something back to the CCF, for example helping with recruit shooting or stores. For most Form III pupils this is not possible so you will probably need to look elsewhere for this section; CCF is great for your skill section.
- If you choose baking or cooking for your skill section, you **MUST** add labelled evidence of doing the activity to eDofE - take lots of photos every time to show that you have spent 13 or 26 hours learning new skills.
- Volunteering can be done for a **charity or not-for-profit** organisation only, not for a business. If you volunteer for the Pony Club (a registered charity) be sure to mention this when you fill in section details: you are volunteering for the charity and not the stables where this takes place (since the stables will almost certainly be a business).

6. Looking ahead:

- Your target is to **complete** each activity section AND get it signed off by the **end of FORM III**. You have a training expedition in May, and an unaccompanied assessment expedition during one weekend in September/October at the start of Form IV and we expect this to finish off your Bronze Award.
- After the Bronze Award, over half of our pupils usually move onto the Silver Award: you are allowed to count activities for this from the **1st of June** at the end of Form III (or from your 15th birthday if this is earlier) provided you have completed that section at the Bronze level.
- You may only sign up for the Silver Award once your Bronze Award has been completed and then checked by DofE Scotland, but you will then be allowed to back-date activities if you wish.