

Starting Bronze DofE

To-do list for Form III pupils:

1 Log into your eDofE account.

- 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 Dr Scheuerl or Mrs Moore 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.

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).

At the end of each section, you must ask your assessor to write a short report on you. 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.

4 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).

5 Looking ahead:

- Your target is to complete each activity section **AND** get it signed off by the start of FORM IV. You have a training expedition in May, and an unaccompanied assessment expedition during one weekend in September 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.