



The Duke of Edinburgh's Award is an incredible experience and qualification, but it involves a range of activities and requirements in order to be gained. **Please therefore take the time to read this whole document carefully to prevent any confusion or disappointment in the future.** Since the Award began in 1956, its aim has been to help young people plan and undertake their own programme of activities to develop themselves. The Duke of Edinburgh's Award is widely recognised by employers and education providers as the definitive qualification for demonstrating self-reliance, commitment and dedication. All this, and a lot of fun along the way!

One of the main reasons why the DofE maintains such a fantastic reputation is because it requires motivation, commitment and maturity from the participants. **They have to take total responsibility for all aspects of their DofE experience. The DofE Leader will offer advice but the participants must do the work! The participants must independently undertake the following tasks:**

- 1. Find activities to undertake for the Volunteering, Skill and Physical sections.**
- 2. Ensure they attend the activities.**
- 3. Submit the required evidence to demonstrate they have done the activity, once they have been doing it for the minimum period of time.**

What makes up the Award?

The DofE is made up of four sections; **volunteering, physical recreation, skill** and of course the **expedition**. We will complete the expedition around the summer time but before that, all other sections must be completed.

1 - Skill Section - Participants must spend approximately one hour per week learning a new life skill (outside of school lessons). There are hundreds of different activities that participants can choose from. Popular choices include music, art, drama, cooking, First Aid, sign language etc. **Unfortunately, sports cannot count for this section** (even though you need to learn skills to do them), this is because sports come under the 'physical recreation' section.

2 - Volunteering Section - This section requires participants to spend approximately one hour per week doing voluntary work. This gives participants the opportunity to get out into their communities and give something back (Note: **This cannot be working for free for a commercial organisation like hairdressers, shops, stables, cafés etc.**)

3 - Physical Recreation Section - This section requires participants to spend one hour per week of their own time engaging in physical recreation. It can be any form of activity and does not need to be in a team or competitive environment.

4 - Expedition Section

The Duke of Edinburgh's Award Expedition is a unique opportunity for the participants to experience self-reliance and team work in an outdoor environment. The length of the expedition varies depending on the level of the Award:

Bronze Level - expedition takes two days (1 night), the participants will be walking in lowland areas.

Silver Level - expedition will take three days (2 nights), and takes place in lowland or open country areas.

Gold Level - the expedition will take four days (three nights), and will be in wild country areas.

Participants will have to undertake training to ensure they have the necessary skills and knowledge for the expedition. For the final expedition of all awards, the participants must complete a **self-sufficient journey**. This means that the participants will walk without adult supervision, on an agreed route and must carry all the equipment and food they will need for the duration of their expedition. Adult leaders will monitor the progress of the groups by meeting them at check points.

The participants will be in expedition groups of between 4 and 7 young people. They must work together as a team, take responsibility for their actions, and deal with any situations that arise along the way.

At bronze and silver level, the leaders will be camping in the same area as the young people, however to maintain the spirit of the expedition they will leave the young people to take responsibility for all aspects of their camp, including cooking. There will not be overnight supervision, the leaders are in the area in the case of an emergency only, so will not monitor behaviour through the night. At Gold level there will not be any adult supervisors in the area, and participants may 'wild camp' on the hill, not in a campsite.

What age is allowed for each section?

Bronze 14+ years, Silver 15+ years and Gold 16+ years.

If you aren't 14 yet but are in the school year in which your peer group turn fourteen, you may be able to start a Bronze DofE programme – check with your DofE Leader.

Similarly, if you aren't 15 yet, but are in the school year in which your peer group turn fifteen, you may be able to start a Silver DofE programme – check with your DofE Leader.

I don't know what to do for an activity, how can I find something to do?

Firstly, you may be undertaking an activity already that can count for one of the sections such as playing a sport or attending a fitness class, learning a musical instrument, being involved with a drama group, etc. If you already do an activity and you aren't sure if it can count towards your DofE, then speak to the DofE leader in your school or youth group. Also, activities undertaken within school or college lesson time, or during paid employment, **cannot count** but activities during lunch time or after school (such as playing for a school team or being involved in a school committee) can count towards the DofE. You must complete and return the enrolment form (separate document) so we can ensure your activities are appropriate and can count for your DofE.

There are three main sources of information for help with finding activities for each section:

1. There are literally hundreds of activities that can be used for the different DofE sections. For a full list of all these activities, download the document called 'List of Activities' again from the 'Your DofE' page of the website (www.nptdofe.co.uk). If you see an activity that you like the sound of on that list, then it's then up to yourselves to find someone who will be your assessor.
2. Participants don't have to use these organisations, you may know of other organisations or activities available.
3. For Volunteering, there a list of local organisations that may be willing to take on DofE participants for this section. This can be found on the Neath Port Talbot Duke of Edinburgh's Award website. Go to www.nptdofe.co.uk, then the 'My D of E' page and download the document. It's then up to yourselves to contact any organisations you are interested in and to make the necessary arrangements.

If you have further questions, then you can contact the development officer (Darren Clapham, d.clapham@npt.gov.uk) who is employed by Neath Port Talbot Council to oversee the DofE.

How long does it take to complete the Bronze, Silver and Gold Award?

For all levels of the DofE Award (Bronze, Silver and Gold), there should be a regular commitment averaging at least an hour a week for each of the **volunteering, skill and physical recreation sections** for the following time period:

Bronze – you have to do one section for 6 months and the other two for 3 months, you can choose. Its best to do the activity you are already doing, or will enjoy the most, for the 6 month section. The final expedition will be for 1 night and 2 days.

Silver, if you have done bronze – you do the volunteering for 6 months then of the skill and physical rec sections, you do one for 3 months and the other for 6 months; you choose which. The final expedition is 2 nights and 3 days.

Silver, if you haven't done bronze – you have to do one section for 12 months, one for 6 and one for 3 months. The volunteering has to be the 6 or 12 months section. The final expedition is 2 nights and 3 days.

Gold, - if you have done silver – you do the volunteering for 12 months then of the skill and physical rec sections, you do one for 6 months and the other for 12 months, you choose which. The final expedition is 3 nights and 4 days in a wild country area.

Gold, - if you haven't done silver - you have to do one section for 18 months, one for 12 and one for 6 months. The volunteering has to be the 18 or 12 months section. The final expedition is 3 nights and 4 days. **You will also have to complete a shared activity in a residential setting away from home (five day and four nights).**

IMPORTANT NOTE! Most of the adults providing support and ensuring that your child can take part in the D of E Award scheme are volunteers. It is a huge amount of work for them and they can only support your child on the basis that your child:

- **Attends all of the training sessions for the expedition.** The leaders will not take your child on expedition if they do not feel they have the necessary training. It is 100% the responsibility of the child and yourselves to know the correct training dates and to attend these.
- **Brings the correct equipment to all of the training sessions.** Please refer to the expedition page of our website, www.nptdofe.co.uk for equipment lists and advice on food, bag packing etc. There are kit lists for a day walk and an expedition. You may be able to borrow certain equipment from your school/unit but you must check this well before the expedition date.

How much will it cost?

The cost for signing up for DofE is £42.50 for Bronze and Silver, £49.50 for Gold (There may be additional charge for ParentPay, your leader will inform you of how to pay). This initial fee covers registration and operational expenses, it does not cover expedition costs such as transport or camping. We do have expedition equipment in Neath Port Talbot that can be lent out to keep the costs down for participants. Speak to your DofE leader if you want to borrow a rucksack, tent or stove for the expedition.

How is the scheme monitored and assessed?

Before you can start your activities, you will need an assessor to oversee and verify each of your sections. Your assessor can be direct or indirect but cannot be a family member. **Direct** would be somebody like a football coach who is with you and sees what you do every week. In this case, you **only need an assessor report** as evidence when you have completed the activity for your section. **Indirect** is (for example), Cooking at home where your assessor (could be your cookery teacher) would not see you doing the activity and would **need further evidence** (see 'Your Dofe' page of www.nptdofe.co.uk for how to evidence cooking) so you can prove you have done what you have said you were doing. In addition to the evidence, you must get your assessor to complete the **assessor report**.

After you have been doing the activity for the required number of months, the assessor will need to either complete an assessor report online (<https://www.dofe.org/assessor/>) or fill in the assessor report from the Booklet, and the participant takes a photo and uploads it to their EDofE account.

When assessor reports are uploaded and sections are complete, your DofE leader will submit the Award for approval to the Local Organisation (Neath Port Talbot) who will then check the assessor reports for accuracy and send to DofE.

IMPORTANT - If the Assessor reports are not filled in correctly e.g. name, dates, timescales, activity details etc., they will be sent back.

Ensuring your Child has a Safe and Enjoyable Experience

Taking part in the Duke of Edinburgh's Award is a rewarding and enjoyable experience which will involve your child in a variety of activities. The ethos of the Award is that these activities take place within the participants own time and where possible in their local community. Neath Port Talbot County Council ensures that any activity directly provided by staff or volunteers from DofE groups operating under its license, are run safely and in accordance with Council policies and procedures. This means that our staff and volunteers will have the appropriate skills, qualifications and background to work with young people. For example, if your child is completing the DofE through their school and the school has an after school environmental project that participants can use for the volunteering section, then the school should ensure this activity meets all required safety standards.

However, in the course of working towards their DofE, your child will probably take part in activities which are not directly under the control of our staff, and you should be aware that the responsibility for ensuring such activities are safe, rests with yourself rather than the DofE group leader. While most of these organisations will have their own policies in place to protect your child, we would advise that you satisfy yourself that they are suitable in the same way that you would treat any activity your child takes part in. **For example, if your child chooses to coach younger children at a local sports club for the volunteering section of their award, then it is your responsibility to satisfy yourself that this is a safe and appropriate organisation.**

We would therefore recommend that you discuss with your child which activities they will be completing for the volunteering, skill and physical recreation sections of the Duke of Edinburgh's Award and which organisations they will be using to complete these activities.

Insurance

Once a young person has enrolled onto the D of E then they automatically join the D of E insurance scheme. The Duke of Edinburgh's Award provides limited personal accident insurance cover (details available from Award Head Office: 01753 727400).

As an operating authority, Neath Port Talbot Council also has their own public liability insurance in place to cover any claims against them for injury or damage caused to, or by, young people and adults engaged in activities provided by the local authority.

You may want to check that your personal and household insurance policies cover the participant's chosen activities and equipment.



SV8 (SW) Please now complete this consent form and return it to the adult in charge of the D of E in your child's school or youth organisation ASAP:

Parental consent for a visit or project

Group: Neath Port Talbot Duke of Edinburgh's Award

Young Person:D.O.B: Year Group.....

1. Details of visit/project: Taking part in all aspects of the Duke of Edinburgh's Award scheme.

Venue - Assorted organisations and outdoor locations.

From: Starting award. **To:** Completion of award

I agree to my son/daughter,taking part in this visit/project **and have read the information sheet.** I agree to his/her participation in any or all of the activities described. I acknowledge the need for responsible behaviour on his/her part.

2. Publicity:

Photographs of your son/daughter may be taken during the visit/activity/project for publicity purposes, the photographs may appear in the youth club portfolio, Neath Port Talbot Youth Service exhibitions and website. **Personal details of your child will remain confidential.**

I agree / disagree (delete as appropriate) for my son/daughter,..... to be included in relevant publicity material

3. Medical information:

a) Does your son/daughter suffer from any conditions requiring medical treatment, including medication or any phobias? **YES / NO**

If YES, please give brief details

b) Please outline the type of pain/flu relief medication your child may be given if necessary (e.g. paracetamol / ibuprofen):.....

c) Is your son/daughter allergic to any medication? **YES / NO**

If YES please specify

d) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be or become contagious or infectious? **YES / NO**

If YES, please give brief details

e) Please outline any special dietary requirements your child may have.

f) Has your son/daughter received a tetanus injection in the last five years? **YES / NO**

PTO...

I will inform the Youth Worker/Project Leader as soon as possible of any changes in the medical circumstances between the dates on which this form is signed and the completion of the Award.



1. Declaration:

I agree to my son/daughter receiving medication as instructed and any emergency dental treatment, medical or surgical treatment, including anaesthetic, as considered necessary by the authorities present. I understand the extent and limitations of the insurance cover provided.

Named Home Contact:.....

Relationship to Young Person:

Work Tel No: Home Tel No:

Home Address:

Alternative emergency contact:

Name:.....

Relationship to Young Person:

Telephone Number:

Address:.....

Family Doctor contact:

Doctor Name:.....

Telephone Number:

Address:.....

Date: Signed:.....

Full Name (capitals):.....

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT AND ANY RELEVANT INFORMATION GIVEN TO THE TEACHERS / YOUTH WORKERS AND SUPERVISORS.

A COPY SHOULD BE RETAINED AT THE PROJECT BASE.



Duke of Edinburgh's Award Enrolment Form

This form must be completed and returned with the parental consent form

Before you start your Duke of Edinburgh's Award we need to be sure that you have arranged the activities you will be doing for your different DofE sections and that the activities are appropriate to each section. If you need help finding things to do for the sections then read page 3 of the booklet. If you have any questions then speak to your DofE leader or call Darren Clapham whose contact info is in this booklet.

Also for each activity you have to have an assessor, this is the person that will support you through the activity and write a report when you have completed the section to confirm you have done it. For example this might be a sports teacher or coach, your music teacher, the manager of the charity shop you are attending etc. Basically any adult at the organisation that will be able to confirm you have done the activity once a week for the required number of months and offer you any support you need, it can't be a family member or friend.

Remember you don't have to start a new activity, for example if you are already doing some kind of physical activity each week and there is an adult that could be your assessor, then just keep doing it and count it for your physical recreation section, same applies to the skill section and volunteering too. You can use activities you do during school lunchtime or after school but not in lesson time.

Please complete the information below and overleaf for the volunteering, skill and physical recreation section:

Volunteering section

Firstly you cannot volunteer with a commercial organisation, for example you can't volunteer in a local shop, hairdressers, stables etc (unless they are a not for profit organisation). Also you can't volunteer with a family member, for example helping an elderly relative.

The organisation I will be volunteering with is.....

Please give a basic description of your role with the organisation, what will you be doing for them?

.....
.....

What is the name of the person that will be your assessor for this activity?

.....

P.T.O.

Skill section

The activity for the skill section cannot be a sport, although there is a lot of skill involved in sport, sporting activities count for the physical recreation part of the Duke of Edinburgh's Award.

The skill I will be learning is.....

Where are you going to be learning this skill.....

What is the name of the person that will be your assessor?.....

Physical Recreation Section

It can be most forms of physical activity e.g. football, netball, rugby, hockey but does not need to be in a team or competitive environment e.g. gym, running, cycling, swimming etc.

The activity I will be doing for my physical recreation section is.....

Where will you be going to do this activity?.....

What is the name of the person that will be your assessor for this activity?.....

If you are doing an activity such as swimming or attending the gym but there isn't the same adult there each time you go to be your assessor then speak to your DofE leader as you will need to use an 'activity log' to demonstrate you have been going.

Your Name.....Date of birth.....

Your school or youth group

What level D of E are you doing (bronze, silver or gold).....

Final D of E Checklist!

I have found activities to do for the volunteering, physical rec and skill sections and have arranged to do them one hour a week for the required number of months. I know either who my assessor is or I have discussed with my DofE leader and agreed how I am going to demonstrate to them that I have been doing an activity.

The parental consent form must returned with this form and payment for the license to the DofE leader.

(£42.50 for bronze or silver, £49.50 for Gold)