



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!

What makes up the Award?

The DofE is made up of four sections; **Volunteering, Physical recreation, Skill** and of course the **Expedition**. Activities undertaken within school or college lesson time, or during paid employment, **cannot count** but activities during lunch time or after school (such as coding club, peer mentoring, coaching a sport etc.) can count towards the DofE. **All sections must be completed before the Expedition.**

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.

2 - Volunteering Section - This section requires participants to spend approximately one hour per week taking part in 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, 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 e.g. Football, Netball, Swimming, running etc.

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. For Silver, there must be a Practice Expedition of a minimum of 2 days & 2 nights.

Participants will have to undertake the relevant and necessary training to ensure they have the skills and knowledge for the final Expedition. For the final Expedition of all awards, the participants must 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. 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.

Your Child must attend 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.

What age is allowed for each section?

Bronze - School Year 9 or 14+ years

Silver - School Year 10 or Silver 15+ years

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

For all levels of the DofE Award, there must 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.

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.

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.

IMPORTANT NOTE! Most of the adults providing support and ensuring that your child can take part in the DofE Award scheme are volunteers.

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, learning a musical instrument or being involved with a drama group, etc.

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' from the 'Your DofE' page of the website (www.nptdofe.co.uk).

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 Award assessed?

You will need an Assessor to verify that what you say you have done, is what you have done. An Assessor checks on your progress and agrees the completion of a section of your programme. They must be over the age of 18 and **cannot be a member of your family**. An Assessor can be anyone who is interested in helping you to achieve, has some knowledge of the activity you are doing and can be available over the time you're doing it e.g. if you are playing football, your Assessor can be your Football Coach. They will produce or sign off the relevant Assessor's report for that section, which is uploaded to eDofE (**see website for details on how to upload Assessor reports**).

There are some exceptions when you won't see the same adult each time you do the activity. For example, you may attend a gym or go swimming for the physical recreation section, so although you use an organisation you don't see the same adult each time. In this instance visit the website, www.nptdofe.co.uk and go to the 'Your DofE' page and download the relevant document in 'Evidencing your sections'. Finally, if you are going to do 'cooking at home' for the skills section, then there is a specific document for evidencing this which again is on the 'Your DofE' page. **You must have had permission from your DofE leader to do cooking at home.**

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. 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 Award, 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 ensure 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 DofE as part of Neath Port Talbot Council then they automatically join the DofE insurance scheme. 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.

Neath Port Talbot Website (www.nptdofe.co.uk)

There is so much important information on the website, please see a selection of relevant documentation below;

'Your DofE' tab

- Login to EDofE on PC/Laptop
- Login to EDofE on App Link
- List of Activities
- Evidence Sheet for Cooking
- Activity Log for Gym & Swimming
- Adding evidence/Assessor Reports Link
- Adding Assessor Reports Document

'Exped Info' Tab

- Bronze & Silver Kit Lists
- Expedition Food Guide
- How to pack Exped Rucksack

If you have further questions, please contact your school/centre's DofE Leader.

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PARENTAL CONSENT FOR A VISIT OR PROJECT

SV8 DofE (SW)

Name of Young Person: _____ D.O.B _____ Year Group _____

Gender of Young Person: Female Male Other Prefer Not to Say

Address of Young Person: _____ Postcode: _____

Telephone No. of Young Person: _____

1. **Details of Visit / Project:** Taking part in DofE Leader organised activities, training & expeditions of the Duke of Edinburgh's Bronze, Silver, Gold Award scheme (guide list below but not exhaustive).

Hiking (lowland, hill & moorland, wild country)

Navigating

Carrying a rucksack

Camping

Cooking (outdoors)

Volunteering, Physical & Skill section

Please state your agreed arrangements for your young person's homeward journey at the end of the activity e.g. car pick up, allowed to walk, cycling etc.

2. Medical Information:

- a) Has your young person any medical condition (for example asthma, epilepsy etc) /disability (for example physical, sensory or communicative) /special needs (for example ADHD, Aspergers, autism etc)?

YES/NO

If **YES**, please give brief details _____

- b) Is your young person allergic to any medication?

YES/NO

If **YES**, please specify _____

- c) Please outline the type of pain/flu relief medication your child may be given if necessary (for example paracetamol, Ibuprofen):

- d) Please outline any special dietary requirements your young person may have:

- e) Has your young person received a tetanus injection in the last five years?

YES/NO

- f) To the best of your knowledge has your young person been in contact with, or suffered with any contagious or infectious diseases?

YES/NO

If **YES** please give details _____

Family Doctor:

Doctor Name: _____ Surgery: _____

Telephone Number: _____

3. Contact Information:**Parent/Guardian:**

Name: _____

Address (if different from young person): _____

Tel no (daytime): _____ Tel No (evening): _____

Alternative Emergency contact:

Name: _____ Tel No: _____

Address: _____

4. Publicity:

Photographs/video footage of your young person may be taken during the visit/activity/project for publicity purposes. The photographs/videos may appear in the youth club portfolio, press releases, Neath Port Talbot Youth Service exhibitions and website.

Personal details of your child/charge will remain confidential.

I agree for my young person _____ to be included in relevant publicity material.

5. Declaration:

I agree for my young person to take 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.

I undertake to inform the Youth Worker/Project Leader as soon as possible of any changes in information supplied on this form between the date on which this form is signed and the commencement of the journey.

I agree to my young person 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.

Signed Parent/Guardian/ Participant (if over 18) _____**Print Name:** _____ **Date:** _____**THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT AND ANY RELEVANT INFORMATION GIVEN TO THE YOUTH WORKERS AND SUPERVISORS. A COPY SHOULD BE RETAINED AT THE PROJECT BASE.****General Data Protection Regulation 2016 and the Data Protection Act 2018.**

Information provided by you will be held and processed on a computer system. The Council will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the GDPR and the 2018 Data Protection Act.

The local authority will deal with all personal info provided on this form in accordance with GDPR and Data Protection Act 2018. The Youth Service has a Privacy Notice which is available at www.npt.gov.uk/30085

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 D of E 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 the 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

You have to attend an organisation or be part of a club for this section, for example you can't go jogging or cycling on your own or with friends as there is no-one to be your assessor.

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 D of E 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)