****

**Important Information for Parents and Pupils for completing the Bronze Award**

Participants need to undertake **1 hour a week** in each of the **3 sections**– **Volunteering**, **Physical** and **Skill.**

Examples for each section can be found on the school website and will be given to pupils.

Participants can take part in after school clubs, lunchtime activities or out of school activities. They cannot use a class subject.

For each section participants complete an **activity** **word log**. They must write a **detailed sentence** for each week describing what they are doing. Running is not enough they need to say where, how long, times etc.

Participants need to have an **assessor** for each section. The assessor will write up a report on completion of a section in the participants log book. The assessor must not be a friend or family member.

**Two sections** must be completed before the participants go out on the Expedition.

**Volunteering**

* Comes under five categories:

***Helping people***

***Community action and raising awareness***

***Coaching, teaching and leadership***

***Working with the environment or animals***

***Helping a charity or community organisation***

* No volunteering is allowed at private clubs who charge fees. i.e. VET’s, private sports clubs, private kennels, equestrian centres and restaurants(This is small number to give an idea). Volunteering must be for a **non-profit making organisation**. Volunteering at council organisations or school clubs e.g sports clubs is allowed.
* Care homes can be used, but only if young people are doing interaction with residents i.e. reading, chatting, supporting and making a cup of tea. They must not help with personal care, serving meals or cleaning etc.

**Physical**

* For the physical activity participants need to choose any sport, dance or fitness activity – in short, anything that requires a sustained level of energy and physical activity, please check with the Duke of Edinburgh Physical section on the website. If a participant selects going to the gym they need to make a gym workout, give detail on equipment used/timings.

**Skill**

* For the skill activity participants need to choose an activity that will allow them to prove they have broadened their understanding and increased their expertise in their chosen skill. It cannot be a sport, for example horse-riding, as this count towards the Physical section, however, if they chose to learn about caring for horses this would count. Archery, golf, riding, snowboarding, dance are physical activities not skills. If a participant choses to do photography, cooking, art they can complete an organised course. If they are taking part in the activity at home then they must produce a portfolio of examples of recipes or art pieces which can be assessed.

**Expedition Section** (details of the Expedition dates and locations are in a separate letter)

* All TRAINING must be signed off on eDofE by a staff member prior to going on practice expedition. It is therefore essential participants attend all training sessions.
* Participants will complete a Practice Expedition and a Qualifying Expedition where an assessor will be present.
* Participants cannot and must not purchase any food drink during practice/assessed expedition i.e. must be totally self-sufficient.
* Public toilets can be used if passing by them. This reduces environmental impact on the land we walk on.
* Participants will walk in groups of between 4-7. They will be fully supervised by Adventure Expedition staff.
* The group must have an AIM sorted two weeks before assessment and uploaded on to eDofE. After completing the Expedition pupils will then complete a presentation which can be a powerpoint or poster.

**eDofE.org**

* Participants will receive a log book and an online account. They will be given their user name and ID number. They will then have to create a password.
* There is also a mobile app. The Address is [m.edofe.org](http://www.m.edofe.org). Save sign in information when asked to by smart phone, this will save login issues.
* Participants must fill in all their section details immediately in order for them to be checked. Each section must include a telephone number or email address of the assessor.
* In order for their Award to be approved participants must upload to their eDofE account:

**1)Photographs** showing them taking part in the activities at least **4** or Bronze, **8** for Silver and **12** for Gold.

 (participants must appear in the photographs)

**2)A detailed activity word log for each section –** the log should include **detailed sentences** they must not have the same thing written each week i.e. “went running”, i.e. they should include where they went running. How long for. Is their performance improving, etc.

For a **3 months section=12 detailed sentences**, **6 months =24 detailed sentences,** 12**month=52 detailed sentences.**

 **3)An assessor report (this must include start and end dates / signature/contact details)**

* In addition short videos can be added, certificates of any achievements.
* The Expedition section must include photographs, assessor reports and a copy of the participants presentation.
* The Residential section at Gold must include photographs, assessor reports, copy of the residential programme and word evidence for the 5 days and 4 nights describing what you did and what you got out of it.

It is very important pupil upload evidence every two weeks.

Website [www.dofe.org](http://www.dofe.org)