



Dear Parent/Carer

Your child has expressed an interest in participating in the Duke of Edinburgh's award this year. In this pack you will find information about what the Duke of Edinburgh's (DofE) award scheme is, what is involved at each of its three levels, and how your child may enrol.

Last year Apex Expeditions Ltd took over the running of the DofE scheme for The Bourne Academy. Apex Expeditions are a Dorset based company who offer an amazing range of expeditions, especially for those involved in the DofE award. With over 20 years of combined expedition knowledge and experience, they will be delivering expeditions that range from the lowlands of the Purbecks to the river and lochs of Scotland.

Apex Expeditions also acknowledges the current Covid-19 pandemic. We take the safety and welfare of participants extremely seriously and employ qualified instructors to deliver sessions. We have written extensive Covid-19 guidelines and risk assessments in line with Government guidelines, which have been implemented within our policies. All our staff are made fully aware of these new policies and will work within the new parameters set out in our risk assessments to ensure your expeditions are run as safely as possible.

Due to the lockdown we were unable to run any expeditions in 2020. We have now created an expedition plan which enables all participants to gain their previous award (if owed) and start the next level.

New Year 9 students will enrol on to the Bronze award as normal. This group will be known as Bronze 2021

Bronze groups from last year will move directly to Silver and if they have completed the three sections (volunteering, skills & physical) of their eDofE then the Silver practice expedition will form their Bronze qualifying. These participants will owe a small amount of money but will finish with both awards, Bronze & Silver. This group will be known as Silver 2021.

Silver groups from last year will be given new dates to complete their expedition. This group will be known as Silver 2020.

Gold groups will also receive new expedition dates. This group will be known as Gold 2021

What is the Duke of Edinburgh's Award Scheme?

14–24 year olds can do a DofE programme at one of three progressive levels which, when successfully completed, leads to a Bronze, Silver or Gold Duke of Edinburgh's Award. There are four sections to complete at Bronze and Silver level and five at Gold. They involve helping the community/environment, becoming fitter, developing new skills, planning, training for and completing an expedition and, for Gold only, working with a team on a residential activity. Any young person can do their DofE – regardless of ability, gender, background, or location. Achieving an Award is not a competition or about being first. It is all about setting personal challenges and pushing personal boundaries. Through a DofE programme young people have fun, make friends, improve their self-esteem, and build confidence. They gain essential skills and attributes for work and life such as resilience, problem-solving, team-working, communication and drive, enhancing CVs and university and job applications. Top employers recognise the work-ready skills Award holders bring to their business.

What is involved at each level?

There are three levels of programme you can do which, when you have successfully completed them, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. The main differences between them are the minimum length of time it takes to complete them, how challenging it is and the minimum age you can start. Students at The Bourne Academy can start the DofE award in Year 9 where they will begin with the Bronze award. Older students can do a direct entry award to Silver; however, most students usually prefer to start at Bronze and work upwards.

Activities for each DofE section take a minimum of one hour a week over a set period, so they can be fitted in around academic study, hobbies, and social lives.

Bronze Timescales

It will usually take at least 6 months to complete the Bronze programme.

- Volunteering section: 3 months
- Physical section: 3 months
- Skills section: 3 months
- Expedition section: 2 days/1 night

A student will also have to spend an extra three months on one of the Volunteering, Physical or Skills sections. It is their own choice as to which one.

Silver Timescales

It will take at least 6 months to complete Silver if your child has already achieved their Bronze award. If they have chosen to do a direct entry to Silver, it will take 12 months.

- Volunteering section: 6 months
- Physical and Skills sections: One section for 6 months and the other section for 3 months
- Expedition section: 3 days/2 nights

If your child is a direct Silver entry, they must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

Gold Timescales

For Gold, your child will need to do their programme for at least 12 months if they've achieved their Silver Award, or 18 months if they're doing a direct entry starting at Gold level without having done their Silver – even if they have done Bronze. The big difference at Gold is they will also do a Residential section – staying away from home for five days and four nights doing a shared activity with people you don't know.

- Volunteering section: 12 months
- Physical and Skills sections: One section for 12 months and the other section for 6 months
- Expedition section: 4 days/3 nights
- Residential section: Undertake a shared activity in a residential setting away from home for 5 days and 4 nights

If your child is a direct entry to Gold, they must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

The sections of DofE explained

There are four main sections of a DofE programme: Physical, Skills, Volunteering, and Expedition. At Gold participants will also complete a Residential section.

Below, find the requirements for each section, including information on what activities count and how long to do them.

Physical

For the physical activity, your child will need to choose any sport, dance or fitness activity – in short, anything that requires a sustained level of energy and physical activity. For example, playing a sport regularly and showing personal improvement would count. However, learning to be a coach in the same sport would be a Skills section activity, whilst being a volunteer coach counts for the Volunteering section.

Skills

For the skills activity, your child needs to choose an activity that will allow them to prove that they have broadened their understanding and increased their expertise in their chosen skill. It should not be a physical activity, for example horse riding, as this counts towards your Physical section, however, they could choose to learn about caring for horses.

Volunteering

Volunteering is simple. It is about choosing to give time to help people, the community or society, the environment, or animals.

Volunteering must not be done for a business but can be undertaken for a charity or not-for-profit organisation. Where volunteering is in support of surplus generating work, for example a charity shop, then some Local Authorities may require a work permit. The charity you are volunteering with should be aware of this and support you as required.

For the volunteering activity your child needs to choose to give time to do something useful without getting paid (apart from expenses).

They can also volunteer in a team, which might be an easier way to find an activity if they can identify a local need they can help with.

Expedition

The Expedition section, will need to be planned, trained for, and be completed as an unaccompanied, self-reliant expedition with an agreed aim. Your child must do the correct training for their level, at least one practice expedition, a qualifying expedition (the one that is assessed) and a final presentation to complete the section.

Residential – Gold Award only

For the Residential section, your child will need to undertake a shared activity or specific course with people they do not know, in a residential setting away from home and in an unfamiliar environment. Evenings are often as much a part of the experience as daytime activities.

This section offers a high degree of flexibility, but it must be done with an organised group, registered charity, or Approved Activity Provider. Your child must join it individually and not with an existing group of friends or as part of a school or youth group trip. They will be staying away – anything from an activity centre or camp to a boat or barge – but they cannot stay with friends or relatives.

There are no age restrictions on who your child can do their residential activity with, for example, a conservation project has volunteers of all ages on it – they may even be the only person under 25 or doing DofE.

The activity can be anything that provides them with an opportunity for broadening their interests and experiences. It is ideal for trying something new or it can be related to existing interests or activities followed in other sections of your child's DofE programme.

A comprehensive list of potential activities can be found at the end of the pack

How much will it cost?

The costings are for Apex Expeditions, practice, and qualifying weekends. Training will be completed by The Bourne Academy. There may be additional fuel costs at Gold levels to transport the students in The Bourne Academy minibuses to locations such as the Lake District / Wales or Scotland. Bourne Academy will also supply group kit.

At Bronze & Silver levels, the students will be based locally and be arranging their own transport or being transported by TBA staff members.

Apex Expeditions costings are based on a minimum of 28 participants for Bronze and Silver & at Gold it is based on a minimum of 14 participants. Cost may increase if this is not met.

Bronze 2021 - £170 – The Isle of Purbeck

Silver 2021 – Paid £170. Owe additional £20 – The Isle of Purbeck

Silver 2020 – Already paid – The Isle of Purbeck

Gold Lowland - £280 – The Isle of Purbeck
(Only available in 2021 due to Covid-19 DofE expedition flexibilities.)

Gold SUP - £465 – Lake District & Scotland

When are the expedition dates?

Students will need to complete all expeditions. If they are unable to attend, they will need to be responsible for sourcing alternative arrangements to complete each stage of training, practice and qualifying.

Bronze 2021 (Year 9)

Practice – 8-9 May 2021
Qualifying – 15-16 May 2021

Silver 2020 (Year 10)

Practice – TBC
Qualifying – 12-14 March 2021

Silver 2021 (Year 11)

Practice – 9-11 July 2021
Qualifying – 16-18 July 2021

Gold

Practice – 22-28 May 2021
Qualifying – 26 June 2021-02 July 2021

How can your child enrol?

If your child would like to enrol on to one of the DofE awards they will need to fill in the enrolment form (attached). They must return this form to Jamie Harlowe by **Friday 6th November** including a **£20 deposit**. It would be preferable if you would make payments using the Academy's online payment system; www.scopay.com. Cash/cheques (payable to The Bourne Academy) will be accepted; if you choose to use these payment methods, please place the payment in an envelope clearly marked with your child's name and 'DofE Awards'. A payment plan for the Silver and Gold Awards will then be organised, including additional fuel costs or any altered costings.

What happens after my child enrolls?

Your child will receive their DofE information pack after a few weeks. This will include their logbook, further information, discount cards for clothing and their eDofE log-in code to their online account.

Your child will be able to manage their award i.e. recording their volunteering hours etc. by logging into their account and uploading their information. They will have complete control on their award

24/7, this is particularly useful if they miss a weekly meeting at school. It gives them the independence to be responsible for their award, keeping their logbooks up to date and ensuring that they are on track with their timescales. They will never be able to say that they do not know what to do as it is all on their account!

Your child will be attending meetings at school after enrolment is complete. Initially these meetings will be to get the students logged on to their eDofE accounts, and to decide what they will be doing for each of their sections. After Christmas, the students will be meeting to plan their expeditions.

If you would like further information, please refer to the DofE website www.dofe.org.uk or contact the DofE manager.

Yours faithfully

Jamie Harlowe
DofE Manager

Jeremy Lea
Apex Director

ENROLMENT FORM

Please print clearly in CAPITALS or type your details in. You must complete all the questions.

DofE Centre and group details (if you know them):

DofE Centre: The Bourne Academy	DofE group:
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DofE level:

Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input type="checkbox"/> Yes <input type="checkbox"/>
If YES – please give the name of the DofE Centre you were registered at: eDofE ID number (if known) :

Personal details:

First name:	Last name:
Date of birth: / /	Gender:
Email address:	
Date you wish to start your DofE programme if known (enrolment date): 27 /09 /2019	

When you first sign in to eDofE you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

Declaration:

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at www.eDofE.org

Print Name	Signature	Date
		/ /

Consent to enrol from parent or guardian (if applicant is under 18 years old).

I agree to my son / daughter / ward doing a DofE programme. I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Print Name	Signature	Date
		/ /

Note:

Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Licensed Organisation and DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders.

The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes.

We also send emails that contain information about the Charity, DofE negotiated privileged discounts and invites to events and other activities however if you would like to receive these emails you will need to opt in. Once you have opted-in to this you can opt out at any time by visiting www.dofe.org/preferences, or clicking the unsubscribe link that can be found at the bottom of all non-programme related email.

For Licensed Organisation/Centre administration only:

Date registered onto eDofE	/ /
Expected start date	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
User ID number	