



RUNNING THE DofE AWARD IN GIRLS' BRIGADE

-  Volunteering
-  Physical
-  Skills
-  Expedition
-  Residential

Are your girls...

Adventurous, caring, sporty, creative... however you might describe them, the DofE can be for them. Anyone in school year in which they turn 14 to aged 24 can take part. There are three progressive levels of programmes which when completed lead to a Bronze, Silver or Gold DofE Award.

To achieve their Award, they will need to complete their own programme of activities in these four sections (five at Gold level).

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Users of this manual are reminded that during the life-span of this resource there may be changes to DofE or GBNI requirements that may affect the accuracy of the information contained in this document. For the latest information please visit www.dofe.org or www.gbni.co.uk

Why do DofE?

DofE was founded by HRH The Duke of Edinburgh in 1956 and is dedicated to the personal development of young people from all backgrounds. To date, many millions of young people in the UK have successfully taken part in Award programmes.

Topics fit well with the Brigader Programme and can easily run in GB companies. Subjects being taken for the Brigader Brooch programme can be expanded and developed by girls to meet the requirements of DofE.

There are 3 levels, Bronze which can be started in the school year they will be 14, Silver which can be started in the school year they will be 15 and Gold from 16. Or at the appropriate age you can enter direct to Silver or Gold. Each level has 4 sections Volunteering, Physical, Skill and Expedition and at Gold level a Residential project.

All participants must complete before their 25th birthday.



What's in it for the girls?

DofE gives young people an opportunity to achieve an Award that rewards their personal achievements and is also widely recognised by colleges, universities and employers. Programmes offer opportunities for adventure, community and social development.

What do you need to get started?

If you would like to start DofE within your company please contact your District representative or contact:

GBNI Training Manager - Martha Brennan - training@gbni.co.uk

DofE Manager - Ingrid Orr - dofemanager@gbni.co.uk

DofE Deputy Manager - Florence Bones - dofedeputymanager@gbni.co.uk

Levels, sections and timings

BRONZE

Bronze (Year 9+)	Volunteering 3 months	Physical 3 months	Skills 3 months	Expedition 2 days 1 night
	Plus a further 3 months in either the Volunteering, Physical or Skills section			

SILVER

Silver (Year 10+)	Volunteering 6 months	Physical 6 or 3 months	Skills 6 or 3 months	Expedition 3 days 2 nights
	Physical and Skills sections: one section for 6 months and the other section for 3 months			
If you didn't do Bronze, you must do a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.				

GOLD

Gold (age 16+)	Volunteering 12 months	Physical 12 or 6 months	Skills 12 or 6 months	Expedition 4 days 3 nights	Residential 5 days 4 nights
	Physical and Skills sections: one section for 12 months and the other section for 6 months				
If you didn't do Silver, you must do a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.					

The Sections

Girls achieve an Award by completing a personal programme of activities in four sections (five if they are going for Gold).

These sections are:

- **Volunteering** - Volunteering is all about making a difference to others' lives. Perhaps you're interested in animals or conservation? Or you want to raise money for a cause that means a lot to you? From coaching a local football team to starting a recycling campaign, you'll give up your time to help others and change things for the better. It's extremely rewarding. It can also give you the chance to experience the world of work.
- **Physical** - The Physical section is a chance for you to focus on your health and fitness and have fun along the way. Try something completely different or concentrate on something you already do, as long as it requires a continuous level of energy and physical activity.
From Zumba to football, skateboarding to walking - almost any dance, sport or fitness activity can count. Whether you decide to join a team or do it on your own, it's up to you.
- **Skills** - From learning to drive, playing a musical instrument, the Skills section is a great way to learn a new talent, develop existing skills and find something you enjoy doing. Through developing practical skills and gaining personal interests and talents, you can get a real sense of achievement.
If you're interested in a specific field, this could be the perfect chance for you to do something in this. For example, if you are interested in cooking, you could do this as your skill. You can improve confidence and develop practical and social skills whilst learning how to rise to a challenge.
- **Expedition** - Exploring the countryside and camping under the stars with your friends. Your expedition will give you lifelong memories. You'll plan, train for and do an expedition, spending four days and three nights away. As part of a small team, you'll plan your aim, choose your location and do some training to make sure you're prepared and know what you're doing.
Your expedition will improve your communication and leadership skills and whilst you'll come home with a rucksack full of washing, you'll have an experience you won't forget.
- **Residential (Gold only)** - To achieve your Gold Award, you need to complete an extra section - the Residential. It's a big, exciting and fulfilling experience, spending five days and four nights away from home on a shared activity with people you've never met before.
From learning to snowboard in Scotland to helping at a children's camp, there are lots of exciting possibilities for you to get involved with - both in the UK and abroad. You'll learn how to work with people from different backgrounds and build confidence staying in new environments. It may be that you want to build on a talent you've developed in another section, learn something completely new on an intensive course or do something to help others

More detailed information about each section can be found on the DofE website - www.dofe.org

There is also a separate handbook for the expedition section which gives leaders all the information they need to know about running a successful expedition. This handbook is currently under review - please contact Martha training@gbni.co.uk.



About eDofE - the Award online

eDofE is an interactive online system that helps young people manage their DofE programme and leaders monitor their progress.

Participants also receive a Welcome Pack, which contains some information on each section of the award and ideas for each section. The welcome packs are sent directly to each participant and are ordered by them when they log into their eDofE accounts and update their contact details etc.

The best way to learn about eDofE is to register to use the system and then get online and start surfing around the site.

A new GB Company getting started

Most Districts will have a DofE District rep who will be able to guide you through the process of getting started, as well as being able to sign off your registration forms. If your District does not happen to have a rep just now then guidance and your forms can be dealt with by DofE Manager, Deputy Manager or Martha Brennan.

There is a wealth of information to start to navigate but here are a few guidelines to get you started.

Getting leaders / Company registered for eDofE

Leaders must have a satisfactory Access NI check completed as well as hold current Safeguarding training before they can be set up on the system. If already checked by AccessNI for GB volunteering then leaders don't need re-checked.

1. Leader fills in the *Leader Enrolment Form* and send to Martha Brennan at GBHQ. An account will be set up and an email sent to the leader to confirm log in details.
2. Leaders can then access the system and change their password if they wish.

DofE Leader Enrolment Form

Available from
www.gbni.co.uk/leadersonly Log in
and look for the heading Resources -
Awards - and then DofE.

Please post clearly in CAPITALS. You must complete all the questions.	
County	Girl's Guide Northern Ireland
District	
Club Name	
Club Centre	
Name	
Postcode	
Mobile Number	
Email	
Home Address 1	
Home Address 2	
Home Address 3	
Home Country	
Home Phone	
Home Mobile	
Home Fax	
Accessed by GBHQ	<input type="checkbox"/>
Home Country	<input type="checkbox"/>
Home Phone	
Home Mobile	
Home Fax	

Registration Forms

This form helps you and the participant plan out their Award. You need to complete each section with details of what each participant will be doing, when they will be doing it and who will be assessing it

Once filled in, send the approval form to your DofE District rep. The Rep will check that all is in order and get in touch with you if there are any queries. This will help prevent girls starting on programmes that maybe aren't suitable. If your District currently doesn't have a District Rep please contact Martha Brenna at GBHQ.

Available from www.gbni.co.uk/leadersonly.php

Ordering participant eDofE licences

For each participant will need to purchase an eDofE licence from the online GBNI Shop www.gbnishop.co.uk Once you have completed and paid for your online order you will need to send a copy of the registration form for each participant to the GBNI shop before they can release the licences. These can be emailed direct to customerservice@gbni.co.uk

Once all of this is complete, the GBNI Shop staff will assign a licence to your company's eDofE centre account. You can then log onto eDofE and assign each licence to each young person. The finer details of using eDofE can be found in the very useful helpsheets prepared by DofE. (Available online from www.dofe.org)

Participants need to be set up on eDofE initially starting by creating a group and then adding each participant to that group.

Getting girls started on DofE

1. Each girl needs to fill in a *Participant Enrolment Form*. See overleaf.
2. The leader and girl then work together to decide on topics/activities that the girl will do for her Award. Then complete a **Registration Form**.
3. The leader needs to order a participant eDofE licence (Bronze, Silver or Gold) for each girl from the GBNI shop.
4. The leader uses the **Participant Enrolment Form** to set girls up on eDofE (remember a group needs to be created first) and the system and allocates a 'participation place' to each girl. The system automatically issues an identification number for each girl. They then need to fill in their contact details and request their Welcome pack.
5. When using eDofE, the participant completes a programme planner with details of their chosen activities. The participant can save evidence on the system.

- Leaders check all evidence produced by participants and approves sections that are complete.

You will only need to set up an account for a participant once, at the level they join in at. Subsequent levels are added to their eDofE account rather than creating a new account for each level. You may also have participant that come to you that have already completed one or more award levels with another LO. Again, you do not need to set up and new eDofE account for them, instead we can transfer them from their old LO to GBNI. You will need the participant to provide you with their current eDofE number and then email Martha (training@gbni.co.uk) to arrange for the participant to be transferred into GBNI LO and your centre account. All of the information on any previous award levels they have will transfer over.

Leaders will find useful helpsheets on eDofE to guide them through setting up a participant online.

Participant Enrolment Form

The main purpose of this is to obtain permission from the parents of young people under 18. You hold these in your Company as **they do not need to be sent to GBHQ.**

The form is titled 'DofE in Girls' Brigade NI Participant Enrolment Form'. It includes logos for DofE, Girls' Brigade NI, and GBNI. Below the logos, there is a note: 'Please read all information carefully. You are responsible for the completion of this form. Contact GBNI if you need any assistance with eDofE.' The form is divided into several sections: 'Personal Details', 'Award Levels', and 'Parental Consent'. The 'Award Levels' section contains a table with columns for 'Award Level', 'Status', 'Award Date', 'Award Level', 'Status', 'Award Date', 'Award Level', 'Status', 'Award Date'. The 'Parental Consent' section contains a table with columns for 'Parental Consent', 'Signature', 'Date', 'Signature', 'Date', 'Signature', 'Date'.

Insurance

A basic DofE insurance is included in the licence fee and is effective from the moment they fill in their initial personal information and contact details into their eDofE account.

GBNI membership fees also include an insurance premium which provides cover for girls and leaders on DofE. If you plan to include any high risk activities, you need to inform the insurance company and verify that you are covered.

Please note that **non-members are not covered by GB insurance** to take part in DofE activities. If a non-member wishes to join your DofE group, they need to become a member of your company even if the only thing they take part in with GB is DofE.

Getting Awards Approved

Completed Bronze/Silver Awards.

Once all the sections of the award are complete, and the relevant assessors for each section have supplied their reports. The completed Bronze and Silver awards are then checked and signed by one of our Verifiers. Once approved GBHQ will automatically issue the award badge to the DofE leader within each GB Company. All certificates are held by GBHQ until after the annual presentation evening, however, if your participants are not intending to attend the presentation evening the certificate can be issued sooner.

Annual GBNI DofE Presentation

GBNI hosts an annual presentation in November each year for all those participants who have completed either their Bronze or Silver award within the last 12months. We would encourage all girls and their guests to come along and be a part of the celebration and enjoy the recognition of all you have achieved.

GBHQ will contact the Award leaders or Captains in each company to remind them of any participants eligible to attend and full details will be sent out on times, venues and uniform requirements. Please note this is a full ceremonial uniform event for all.

You can also pass on any participants' names and level achieved in advance to Martha Brennan to advise of any of your girls planning to attend throughout the year.

Completed Gold Awards.

Gold awards are given approval at our DofE Team meetings. The award, once approved will automatically be forwarded to DofE Belfast for their final approval. All residentials are advised to complete a Residential questionnaire to help advise on some details to confirm the Residential fulfils all requirements set by DofE.

A notification of Gold completion form or GAP form is available online on the participants eDofE account. This must be completed by the participant before the award will be finalised. Once approval has been given by DofE Belfast, brooches are issued by Award Office and will be distributed via Martha Brennan from GBHQ. The certificates are presented at an Award Ceremony organised by DofE.

Help and Support

GBNI Training Manager - Martha Brennan - training@gbni.co.uk

GBNI DofE Manager - Ingrid Orr - dofemanager@gbni.co.uk

GBNI DofE Deputy Manager - Florence Bones - dofedeputymanager@gbni.co.uk

Websites

www.dofe.org

www.gbni.co.uk

Local DofE office

Duke of Edinburgh Award Office
Stranmillis University College
Stranmillis Road
Belfast

BT9 5DY
Telephone number: 028 9069 9100
E mail: nireland@dofe.org

GB Contacts

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