

# eDofE

Keep track of your award  
through eDofE



**YOUTH  
WITHOUT  
LIMITS**



# Programme Length & Activities

Your programme length depends on the level that you are doing and the activities are your choice!



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# What will I do?



# Volunteering section

**Take action and make a difference to the causes you care about**

**Help others and change things for the better**



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# Physical section

Take part in whatever dance, sport or fitness activity you would like

Get fitter and have fun along the way!



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# Skills section

**Devote yourself to improving your skills in the things you love to do**

**Discover new passions and develop talents you didn't know you had**



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# Expedition

Explore the great outdoors  
and spend a night away  
from home

Create memories that  
will last a lifetime



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# Activity Choices

There are lots of activities to choose from for each section. Check that yours are allowed before starting them.

- **Is your programme balanced?** If 2 of your activities are in similar places, make sure that you are doing an average of 2 hours per week. You will also need an assessor report for each activity.
- Identify an Assessor- **Not a family member!**





# #DofEWithADifference

Due to Covid19, some programme flexibilities have been introduced and will be available until December 2022.

## Example Programme Flexibilities

- Lots of activities can be completed at home
- Family can support you to collect evidence
- Your assessor still **cannot** be a family member
- You can work towards a Certificate of Achievement
- For more information go to [www.dofe.org/dofewithadifference](http://www.dofe.org/dofewithadifference)

Running Mentoring DIY Cooking  
Yoga Photography Wii Fit Coding  
Guitar playing Knitting Cycling  
Sign language Gardening Walking  
Painting Circuits Quizzing Jogging  
Campaigning Money management  
Vlogging YouTube fitness Dancing  
Helping neighbours Dog-walking  
#DofEWithADifference Languages  
Tutoring Singing Martial arts Sewing  
Pilates Crafting Blogging App design  
Filmmaking Combatting loneliness  
Cyber safety Family tree research  
Online learning Foodbank collection  
Website building Book reviewing  
First aid Aerobics Driving skills  
Programming Skateboarding

Speak to your Leader or visit [DofE.org/DofEWithADifference](http://DofE.org/DofEWithADifference)  
for activity ideas you can do whilst social distancing.  
Change your activities in the DofE app or eDofE.



# eDofE login timeline

## The importance of keeping track

Keeping track helps to make sure that you complete all of your sections and receive your certificate and badge. You should login and get started within 8 weeks, if not sooner!



### **Enrolled to eDofE**

Your leader will add you to eDofE and you will receive your username and password.

### **Within 2 weeks**

Login to eDofE within 2 weeks of being enrolled.

### **Within 4 weeks**

Choose activities for at least 1 section and submit to your leader.

### **Within 6 weeks**

Your leader will let you know if there are any problems with your activities and help you.

### **Within 8 weeks**

At 8 weeks after you were enrolled, you should have started at least 1 of your activities and keep track using the App.

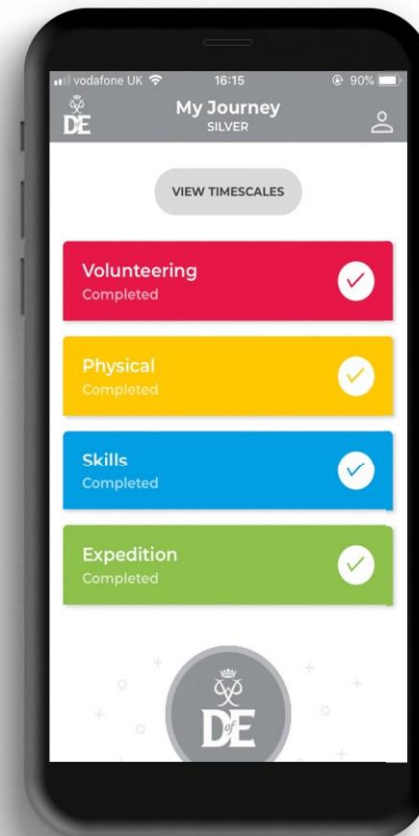
# Login to your account

Use [The DofE App link](#) to access our easy to use app or go to [www.edofe.org](http://www.edofe.org)



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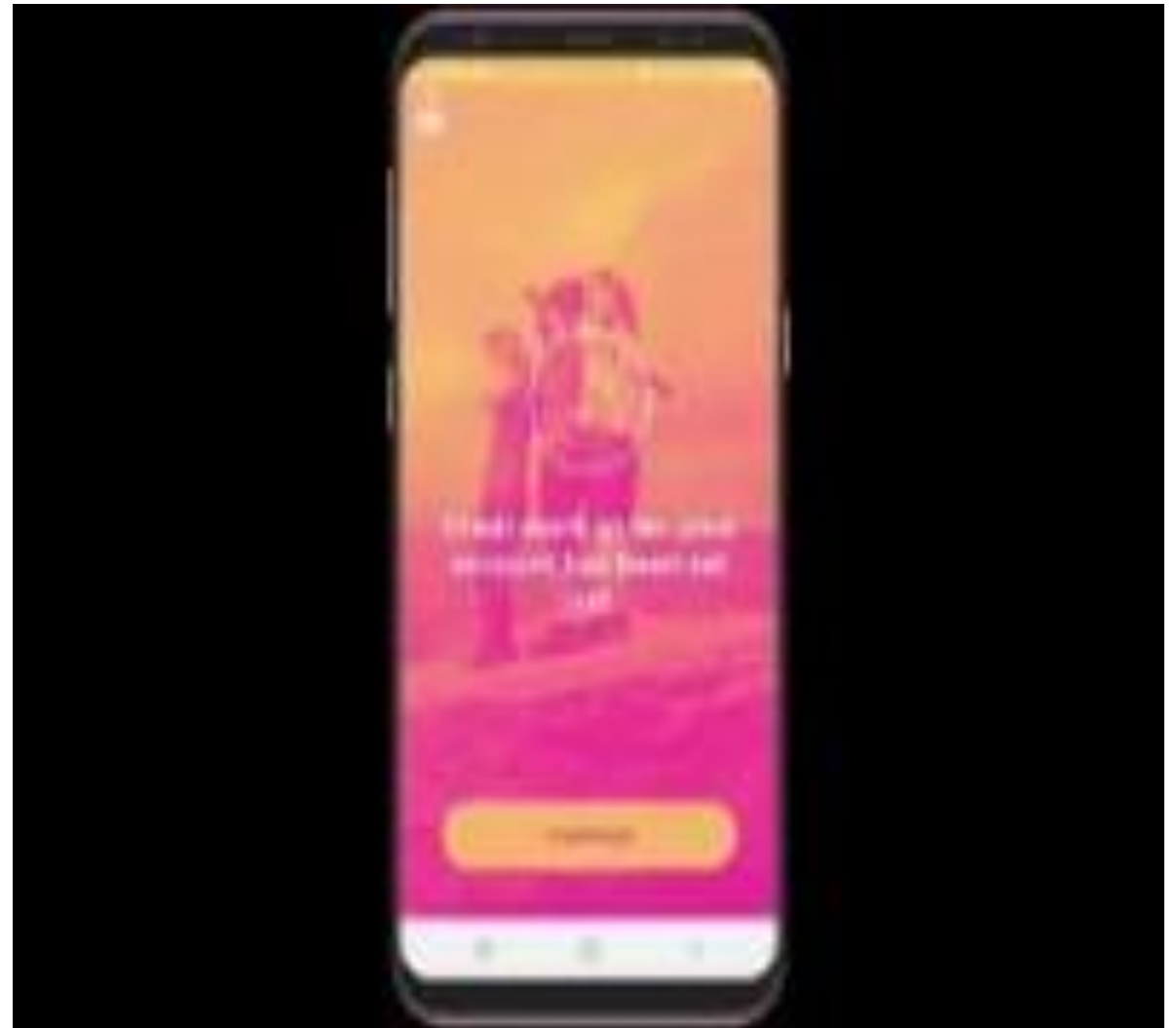
# Your Welcome Pack and eDofE



# DofE App: Login & Section Activities

Use [The DofE App](#) to keep track of your award.

- Login
- Choose your activities
- See activities approved by leaders
- Add evidence
- Watch progress through sections
- Track each section being completed



# eDofE.org

Click Get Started

Sign In with your username and password

Your password will be your date of birth (ddmmyyyy) until you change

Make a note of your login details so you don't forget them



# Contact details- Step 1

Start filling in your basic information, please complete all the boxes with a red star \* a as these are mandatory fields.

**You will be asked to check/update your basic information yearly – it will still take you to the same account.**

The screenshot shows a mobile application interface for 'Step 1 of 5' in the 'Contact details' section. The form is titled 'Your address' and contains several input fields, each with a red asterisk indicating it is mandatory. The fields are: 'Enter your house number / name / postcode to search', '\* House name / number', '\* Street name', 'Address line 2', 'Address line 3', '\* Postcode', '\* Town', '\* Country' (with a dropdown arrow), '\* Email', and '\* Confirm email'. Below this section is another section titled 'Parent or carer contact details' with a sub-header and a short paragraph of text. It contains three input fields: 'First name', 'Last name', and 'Email address'. At the bottom of the form is a 'CONTINUE' button.

# Account details- Step 2

Set a new password for your account

It must be at least 6 characters and include one uppercase, one lowercase and one number

**Please ensure it is something you will remember or write it down somewhere!**

Step 2 of 5

## Account details

### Password

Keep your password safe and don't share it. Choose something memorable.

New password

Confirm password

6 Characters Uppercase Lowercase Number

CONTINUE



# Personal details- Step 3

Select/enter the mandatory personal details information

If you are completing the gold award in Northern Ireland, you will have the option to select which certificate type you want.

Step 3 of 5

## Personal details

To help us make sure the DofE is an equal opportunities charity, please enter the requested details below.  
This information is only used for statistical purposes.

### About you

\* Gender (please select)

\* Ethnicity (please select)

\* Disability (please select)

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### Personal circumstances

Please tick all that apply

In receipt of free school meals

At risk of exclusion from education

Not working and not in full time education or training

Looked after and Accommodated or Care experienced

First language is not English

Asylum seeker

In custody

None

Shelter not to say

Are you a carer?

Are you a parent?

CONTINUE

# Steps 4 and 5

## Step 4 - Communication preferences

Select whether you would like to receive DofE offers, events and Expedition Kit emails

## Step 5 - Activate your account

Read and confirm you accept the terms of use and privacy statement before activating your account

Once you're ready, click the circle and select 'Activate Account'

Step 4 of 5

### Communication preferences

Essential DofE programme information will be shared with you automatically, by email, post, your eDofE account and sometimes text.

For DofE Offers, Expedition Kit and DofE event emails, you must tell us if you want to receive them. Opt in below to hear how to save money on expedition kit and days out, get the latest expedition kit advice, find out about DofE events or even win great prizes such as iPhone or Amazon vouchers.

\*DofE Offers, events and Expedition Kit emails?

Yes please

No thank you

CONTINUE

Step 5 of 5

### Activate your account

#### Almost there

Please read and confirm you accept our Terms of use and Privacy Statement before activating

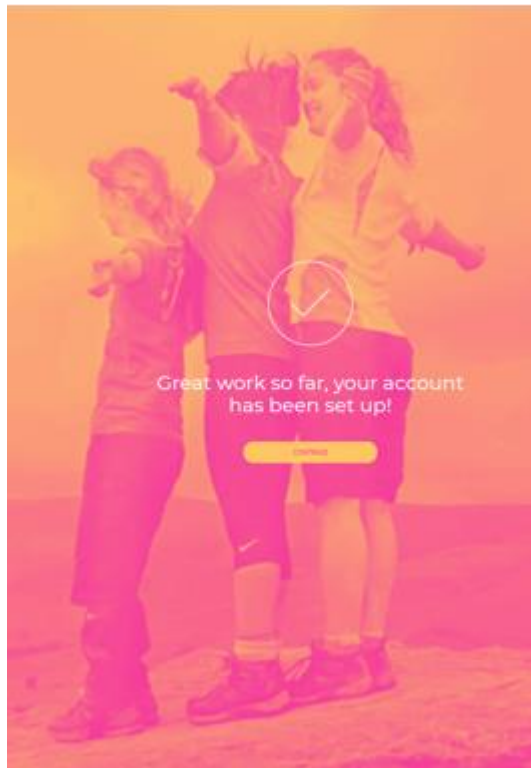
You can edit or edit your information at any time in eDofE by clicking on 'View/edit my profile' next to your picture.

• [Terms of use](#) | [Privacy Statement](#)

I have read and agree to the above Terms of use and Privacy Statement.

ACTIVATE ACCOUNT

# Successful Setup



### Choose your timescales

How do you want to spend your time?

Volunteering Physical Skills

12 months	6 months	3 months	<input type="radio"/>
12 months	3 months	6 months	<input type="radio"/>
6 months	3 months	12 months	<input type="radio"/>
6 months	12 months	3 months	<input type="radio"/>

SUBMIT

## Successful Setup

If your account has been successfully setup, you will see the first screen where you should click continue.

## Choose your timescales

You'll need to set your timescales before you can start adding your activity details.

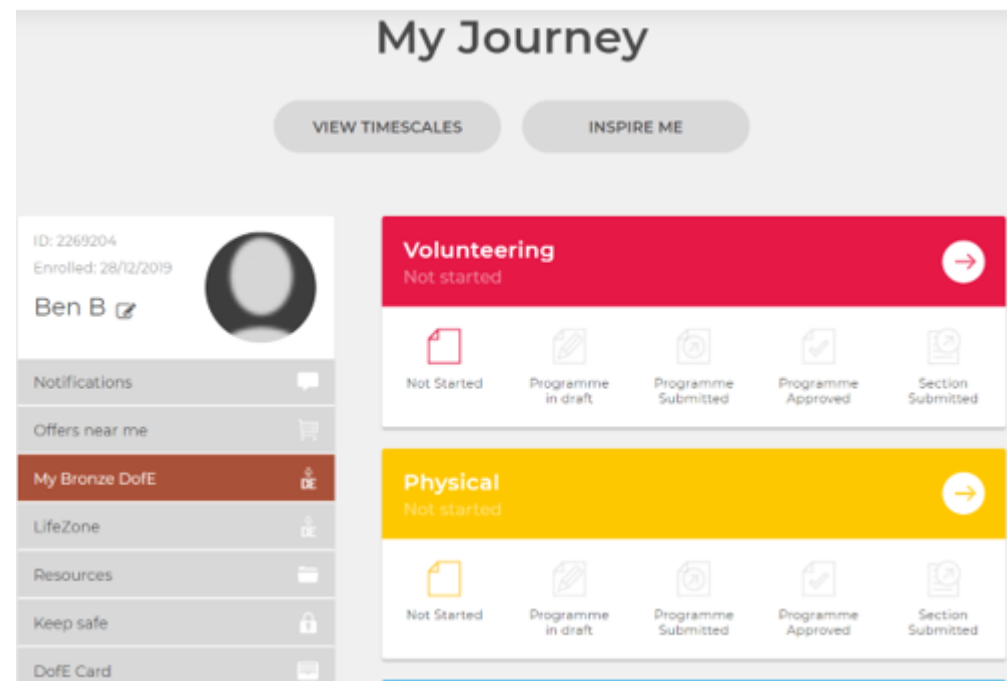
You can change your mind about timescales at a later date.

# Adding Program Plans- Part 1

Click the arrow on the section you want to add a program plan for:

You can see the status of your section

The status icons are highlighted from left to right as the section status changes



# Adding Program Plans- Part 2

Add all of the mandatory fields marked with \*

Once you've completed it, click '**Submit for Approval**' and the programme planner will be sent to your DofE leader to check.

You should see a message notifying you and the section status icon '**Programme Submitted**' will be highlighted.

**Wait for your leader's approval before starting your activities.**

The screenshot shows a mobile application interface. On the left is a vertical menu with the following items: Notifications, Offers near me, My Bronze DofE (highlighted in red), LifeZone, Resources, Keep safe, DofE Card, Help, and Contacts. The main content area is a form for adding a program plan. It includes the following fields:

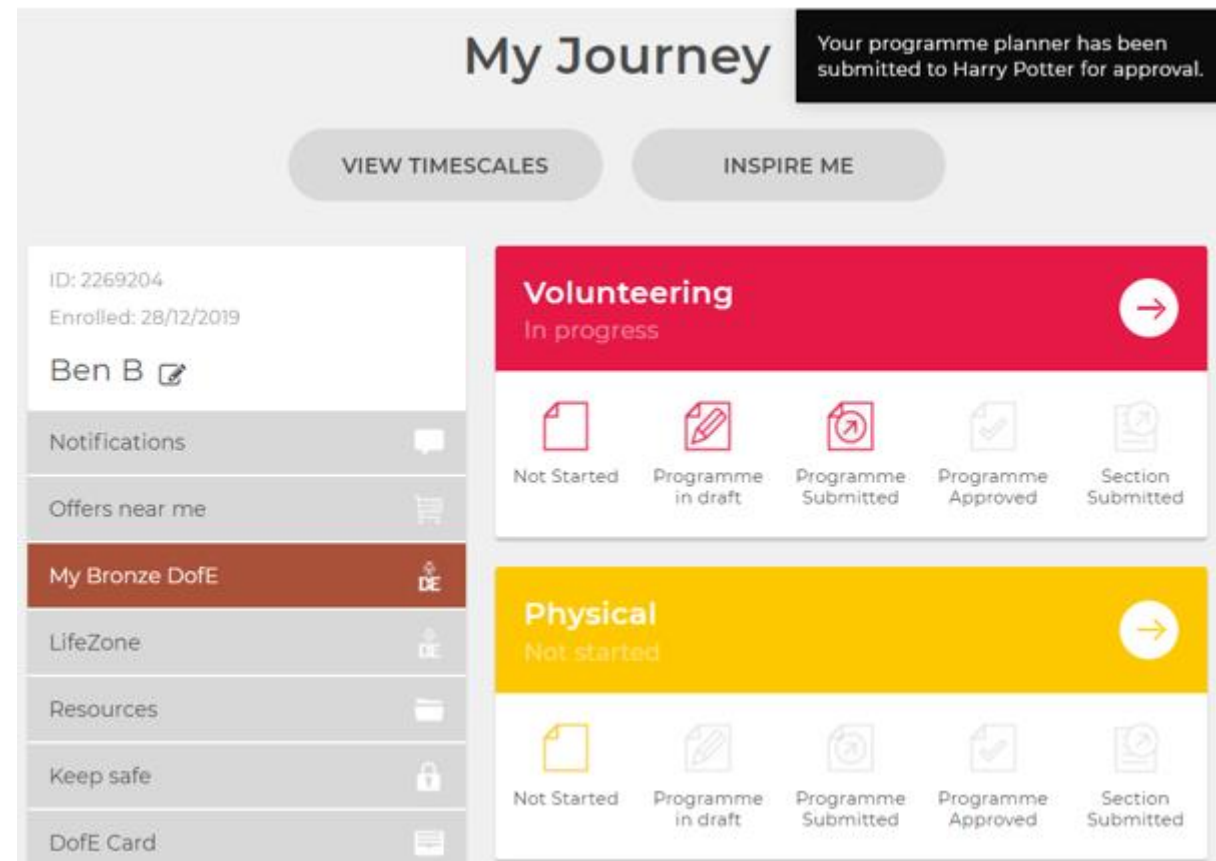
- ID: 2269204
- Enrolled: 28/12/2019
- Ben B (with a checkmark icon)
- Assessor's position: \* (text input field containing "Teacher")
- Assessor's email: (text input field containing "a@a.a")
- Assessor's telephone no: (text input field containing "01753727426")
- My Leader is: \* (text input field containing "Harry Potter")

At the bottom of the form are three buttons: "MANAGE EVIDENCE", "SAVE AS DRAFT", and "SUBMIT FOR APPROVAL".

# Changing Program Plans

You cannot edit your programme planner on The DofE App once it has been submitted.

If you want to edit it, you will need to go to [www.edofe.org](http://www.edofe.org), login and unsubmit the planner from there.



# Adding Evidence

**After your activities have been approved, you can begin adding evidence.**



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# Assessor's Reports

Each section needs a report completed by an adult assessor. This can be submitted through the [Assessor's Portal](#) or on the cards that you will receive with your Welcome Pack.

Participants should complete:

- Name; ID number; Award Level
- Description of Activity
- Start and end Date
- Timeframe chosen for section
- Goals

Assessor should complete the remainder **IN FULL**.

The image shows a printed form titled "DE | ASSESSOR'S REPORT SKILLS". At the top right, there is a box for "Participant" information, including "eDfE ID No." and "Level: Silver". Below this, there are fields for "Description of activity:", "Date started: / /", "Completed: / / ( months)", and "Goals set by participant:". A section titled "Assessor's comments:" contains a paragraph of instructions: "Please write as much as possible, talking about training, homework (if applicable) and achievements. What you write will celebrate the achievements of the young person and form part of their permanent record of their DfE programme. Please note: the information you have provided in this report will be stored and stored by the DfE as part of its record of the participant's achievement. The DfE will not share your personal data with third parties." Below this are three questions with horizontal lines for answers: "What progress did they make towards their goals?", "What did they achieve, what skills did they learn?", and "How frequently did they take part in this activity?". At the bottom, there are fields for "Any other comments?", "Signature:", "Date: / /", "Assessor's first name:", "Last name:", "Assessor's position/qualification:", "Assessor's phone number:", and "Assessor's email:". A small note at the very bottom says "Participants should scan or photograph this page and upload to eDfE as evidence."



# Supporting Evidence

**Additional evidence can be collected and added to eDofE to support the Assessor's Report.**

- Weekly written entry of what was achieved that week
- Activity Logs
- Certificates
- Medals
- Photos
- Screenshots from activity trackers



PHYSICAL SECTION  
ACTIVITY LOG

NAME:	LEVEL: (Junior, Intermediate, Senior)	TIMESCALE: (1st, 2nd, 3rd, 4th, 5th, 6th)
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**Notes:**  
If extra spaces are needed, use an additional log.  
This Activity Log is only a personal record of the time you spend on your activities for each section.  
Remember to add the information, along with notes, photographs etc. for high resolution print as evidence into eDofE.  
Download more copies of this Activity Log, please log in for the other sections, from [www.eDofE.org](http://www.eDofE.org) or [info@edofe.org](mailto:info@edofe.org)  
For Supervisor/Assessor/Instructor, please refer to the following: Thank you!  
You can add your Assessor/Leader/Instructor Name, Contact, Partner etc. to this each entry.

Date	What you did	Hours	Initials



# eDofE- Evidence

Select your section, scroll down and click **'Manage Evidence'**

You can view any evidence that you've previously uploaded.

You can add text, photo or file evidence.

**Adding photo/file evidence:**

Select **'Add photo or file evidence'**

Click **'Upload'** and you'll have the option to attach a document or choose a photo from your files.

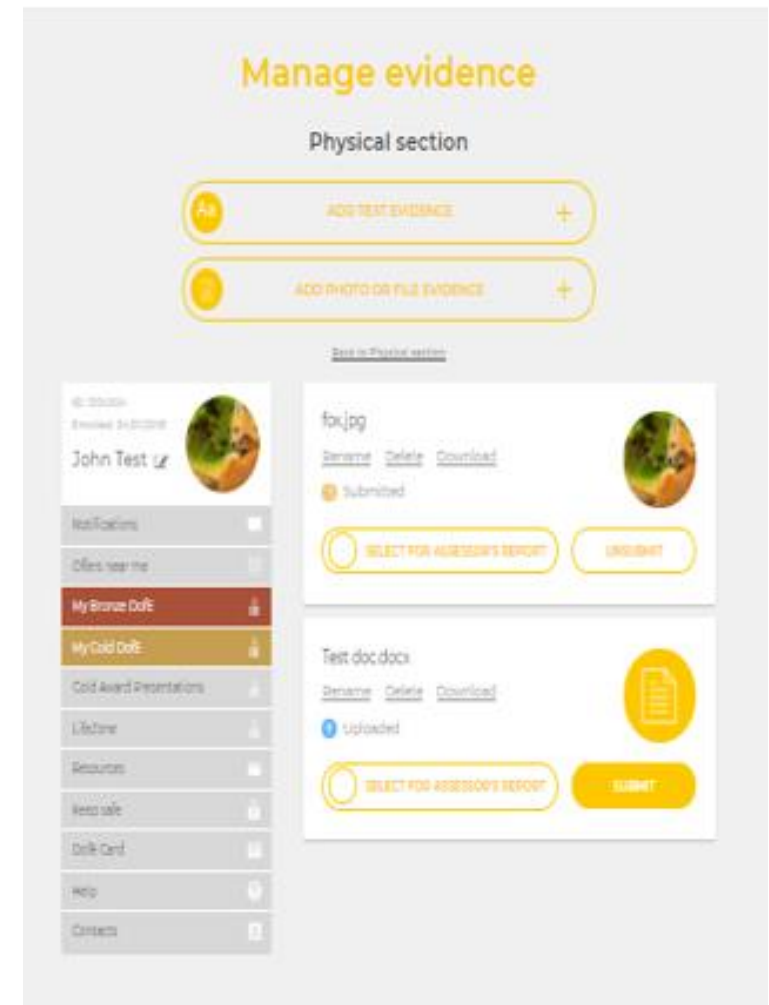
The screenshot shows the 'Physical section' form. At the top, there is a 'Physical section' header. Below it, there is a sidebar with a navigation menu. The main form area contains several fields: 'Start date', 'Define completion date', 'Type/category of activity', 'Detailed activity chosen', 'Where are you going to do it', 'What are your goals', 'Assessor's name', 'Assessor's position', 'Assessor's email', 'Assessor's telephone no.', and 'My leader is'. At the bottom of the form, there are three buttons: 'ADD TEXT EVIDENCE', 'ADD PHOTO OR FILE EVIDENCE', and 'ADD TO MY EVIDENCE'. The 'ADD PHOTO OR FILE EVIDENCE' button is circled in red.

The screenshot shows the 'Manage evidence' page. At the top, there is a 'Manage evidence' header. Below it, there is a 'Physical section' header. There are two buttons: 'ADD TEXT EVIDENCE' and 'ADD PHOTO OR FILE EVIDENCE'. Below these buttons, there is a 'No Evidence Found' message. At the bottom, there is a sidebar with a navigation menu. The 'My Gold DofE' item is highlighted in gold.

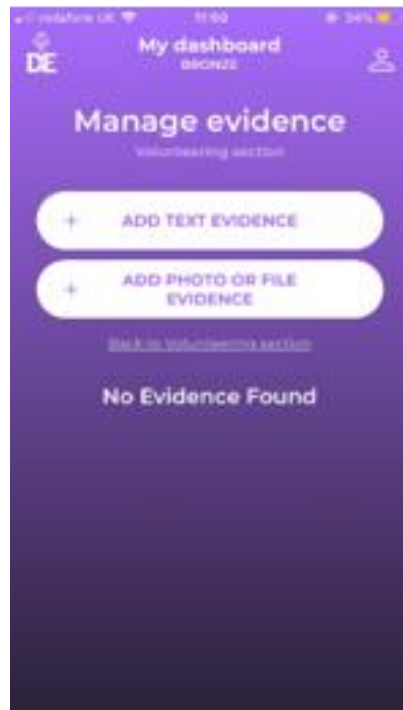
# Editing Evidence

When you have added your evidence, you'll have the option to rename, delete, download, submit, unsubmit or select it as an Assessor's Report.

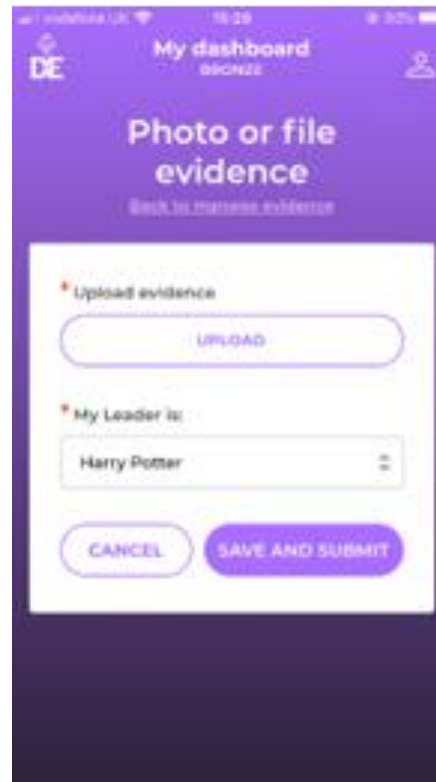
**Please ensure that if it is your Assessor's Report please mark it as this on eDofE.**



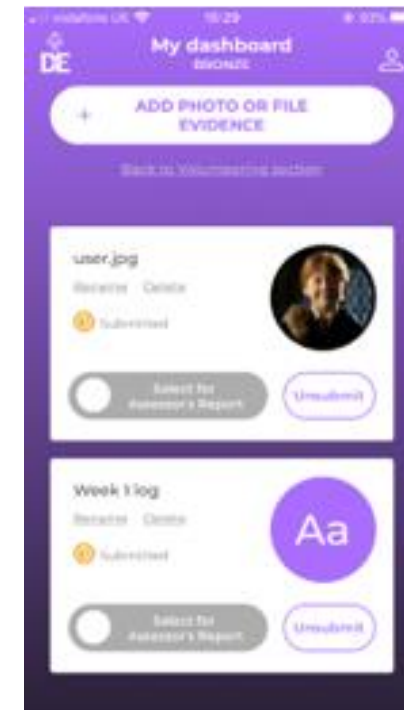
# The DofE App- Evidence



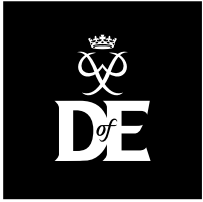
Select  
**“Manage evidence”**  
dependent on type of  
evidence



**Upload** your evidence  
and **Save and Submit**  
to your leader for  
approval.



If the evidence is  
an Assessor's Report  
mark it as Assessor's  
Report.



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**[www.cambournevc.org/parent-carer-and-student-information/extracurricular/duke-of-edinburgh](http://www.cambournevc.org/parent-carer-and-student-information/extracurricular/duke-of-edinburgh)**



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**CAM-DofE@cambournevc.org**

**Speak to me in the PE office**