



ARTHUR MELLOWS VILLAGE COLLEGE



**THE DUKE OF
EDINBURGH'S AWARD**

**Arthur Mellows Village College Student
Information and Enrolment Booklet
2023/2024**



ARTHUR MELLOWS VILLAGE COLLEGE



Dear Student

Welcome to the Duke of Edinburgh's Award at Arthur Mellows Village College.

This booklet contains information about the Award in general and gives advice on how to complete each of the four sections. It runs in conjunction with the information given during the presentation and can be supplemented by visiting the Duke of Edinburgh's Award website: www.dofe.org

We hope this booklet, and the video available on the College's website, will enable you to make an informed choice as to whether the Duke of Edinburgh's Award is for you. If so, please complete both enrolment forms at the back of the booklet and return them, paying the non-refundable deposit of £50.00 via ParentPay by **Thursday 6 July 2023**. The full cost is £100.00 and the remainder payment of £50.00 needs to be paid by **Friday 22 March 2024**. Please contact Mrs Ward or Mr Pepper, in confidence, if you are unable to meet this cost.

Should you have any questions or queries about the Duke of Edinburgh's Award at Arthur Mellows Village College, please come and speak to us directly.

Regards

MRS E WARD
Award Manager

MR J PEPPER
Deputy Manager



What is the Duke of Edinburgh's Award?

A Duke of Edinburgh's Award is so much more than a 'pat on the back' for completing a programme of activities. It is recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities young people have who've achieved a DofE Award.

Its balanced programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.

There are three progressive levels of DofE programmes which, when successfully completed, lead to a Bronze, Silver, or Gold Duke of Edinburgh's Award.

What's involved in the Duke of Edinburgh's Award

The most well-known section of the award is the expedition, but equally important are the skill, volunteering, and physical sections.

Whilst the expedition section is organised through the College it is the student's responsibility to organise the other sections themselves. Before starting these sections, students should also establish who their Assessor will be, check they are willing to sign off the section, and inform them what they want to achieve.

What's an Assessor?

An Assessor checks on your progress and agrees the completion of a section of your programme. They will sign off the relevant Assessor's report for that section, which you then upload onto eDofE.

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.

From the local football club coach to a charity shop manager, from the neighbour who's a web designer to the conservation expert leading a residential week, just about anyone can be an Assessor for the Volunteering, Physical, Skills and Residential sections. **However, they MUST be independent. Therefore, they CANNOT be a member of your family.**



How much do I need to do?

The Volunteer, Physical and Skills sections should be completed for at least one hour per week, which should easily fit in around your studies, family and social life. How long you complete each activity for depends on what level you are completing.

You cannot condense the timescale for the activities. For example, it is not acceptable to do 12 hours of volunteering during the Christmas holidays.

Bronze

Volunteering, Physical and Skills sections: should all be completed for at least 3 months, and one section should be completed for an additional 3 months.

Expedition section: 2 days /1 night (camping)

Silver

Volunteering section: 6 months

Physical and Skills section: one section for 6 months and the other for 3 months

Expedition section: 3 days / 2 nights (camping)

Gold

Volunteering section: 12 months

Physical and Skills section: one section for 12 months and the other for 6 months

Expedition section: 4 days / 3 nights (camping)

Residential Section: A shared activity in a residential setting away from home for 5 days and 4 nights.



What are the different sections?

Volunteering

Volunteering gives you the chance to make a difference to people's lives and use your skills and experience to help your local community. You can use this opportunity to become involved in a project or with an organisation that you care about.

Volunteering **MUST** be completed for a charity or not-for-profit organisation. For example, you could help clean the church, but could not help your elderly neighbour by cutting their lawn.

Physical

Doing physical activity is fun and improves your health and physical fitness. There's an activity to suit everyone so choose something you are really interested in.

This can include any club you attend during lunchtime, after College or any activity you presently do outside school eg horse riding, team games and martial arts.

Skills

Developing a skill helps you get better at something you are really interested in and gives you the confidence and ability to use this skill both now and later in life. This can be something that you already do, such as playing a musical instrument or Drama Club, or it can be a completely new activity.

Be extra careful to check your activity is listed on the ideas page – students often fall foul of this by selecting activities they believe are skills but are not considered so under the DofE Award. For example, Ballet is not considered a skill, but you may wish to consider Ballet Appreciation (but make sure you understand what this is before starting).

Can I use the same place to do all the different sections?

You must show some variety in the award. It is not permissible to do all three sections at the same place. For example, Sports Leadership with a local football team as a skill, volunteer coaching at a local football team and playing football as a physical activity is not allowed.



Expedition

Going on an expedition gives you the chance to have an adventure, work as a team, and act on your own initiative. The team you walk with will be 4-7 people. You decide which team you wish to join.

For safety and enjoyment, students must attend the training sessions, which take place after school. You must take part in a Practice Expedition (during which you will get further training on navigation skills) before completing the Qualifying Expedition.

At Bronze level, groups must walk about 6 hours on 2 days carrying all the equipment and food they need for an overnight stay. You will be assessed on your navigation skills, teamwork, and camp craft. Packing rucksacks to keep the weight down is a skill in itself!

Students will be allocated to group A or B expedition dates on a first come first served basis. Once assigned students will not be able to swap dates.

At Bronze level students are required to camp. Students are permitted to use facilities available at a campsite.

Residential – Gold Award only

If you're going for your Gold DofE Award, you need to complete an additional residential section. You can choose from a range of residential activities – from helping at a National Trust site in the UK to working with children in India.

You will spend 5 days and 4 nights taking part in a shared, worthwhile activity with people you've never met before. A DofE residential will boost your independence and confidence and is a great way to leave a positive footprint on your life and other people's.

We advise that you complete the residential section during the summer of either Year 12 or 13. Most students who wait to complete this section at a later date never do! The best option is to complete it with an Approved Activity Provider.





What does it cost?

Taking part in the DofE Bronze Award at Arthur Mellows Village College costs £100.00.

This cost includes enrolment in the award, training materials, the Practice and Qualifying Expeditions and insurance.

How do I start?

Complete the online contract and enrolment forms via this link: <https://forms.office.com/e/mUpFJCIgVp> along with your deposit payment of £50.00 (via ParentPay) by **Thursday 6 July 2023**. The remainder £50.00 is due by **Friday 22 March 2024**. All payments are non-refundable after the set deadlines.

Then start thinking about what you're going to do for each of the sections of the Award!





What's next?

Bronze Award Timeline 2023/2024

Thursday 6 July 2023	Deadline to apply for DofE Award place
Monday 10 July 2023	Confirmation of DofE Award places to students
Friday 22 September 2023	Submit Programme Plan Form on eDofE
Friday 8 December 2023	Confirmation of expedition dates and groups communicated to students/parents/carers
Friday 22 March 2024	Deadline for full payment via ParentPay
Tuesday 16 April 2024	Independent Learning Booklet to be submitted to the post box by the DofE Noticeboard
Tuesday 16 April 2024	Deadline to complete and upload evidence of the 6 month section* to eDofE www.edofe.org
Thursday 18 April 2024	Compulsory after school training session to be attended
Friday 3 May 2024	Practice Walk Group A **
Friday 10 May 2024	Practice Walk Group B **
Friday 7 June 2024 and Saturday 8 June 2024	Qualifying Expedition Group A **
Friday 14 June 2024 and Saturday 15 June 2024	Qualifying Expedition Group B **
Thursday 27 June 2024	Deadline to provide Expedition Presentation
Friday 19 July 2024	Deadline to complete whole DofE Award

* Sections of the award are Volunteering, Physical and Skills.

** Award dates/groups to be confirmed.



After School Expedition Training

The After School session is compulsory and follows the common training syllabus for all Bronze Expeditions, including;

- First Aid/emergency procedures
- Awareness of risk
- Health and Safety issues
- Navigation and route planning
- Map and Compass skills
- Camp craft and hygiene
- Food and cooking
- Countryside code

Students are required to complete an AMVC DofE Independent Learning Booklet before the training session.

Students will need collecting from the College at approximately 5.00 pm.

Bronze Award expeditions

Practice Walk	<p>Students will need to bring a rucksack with lunch, snacks, a compass, and a full set of waterproofs. They should also bring the tent they intend to use.</p> <p>They will be trained in navigation skills and then perform a short walk independently. On return to college, they will learn about stove safety and erecting tents.</p> <p>If groups struggle with navigation, they may be required to undertake a further training walk to ensure safety, with the same arrangements.</p>
Qualifying Expedition	<p>Takes place near Rutland, with students staying overnight at Wing campsite (or another campsite in Rutland).</p> <p>Students will need to bring all equipment, and meet on the Main Playground at 8.45 am. We will return to AMVC Saturday afternoon for approximately 3.00 pm.</p>

Emergency Contact whilst on Expedition: 07702 798971

In recognition of members of staff who volunteer their time to supervise students, we would be grateful if you could have arrangements for their prompt collection at the end expeditions.



Expedition Safety

On the Bronze Expedition, students may be walking along the rivers at times, but it is considered dangerous for them to go into the water (at any depth) unsupervised, and they will not be permitted to continue the expedition if they do so.

Students should follow the Highway Code (for pedestrians), Countryside Code and AMVC Behaviour Policy at all times.

Expedition Food

Students will need to bring all the food they require; it is not permitted to purchase food whilst on Expedition. In addition to this, students will need to cook at least one 'substantial meal' whilst camping. The camping stove will be supplied by AMVC.

Popular choices of food to cook include noodles, rice, pasta, ration packs and ready-made sauces. It is particularly in the spirit of DofE for students in a team to cook a collective meal, and they often enjoy doing so, although is not a requirement.

Foods to avoid would include the likes of Pot Noodle; it provides limited nutritional value and without anything added to it (eg frankfurters) would not be considered as a 'substantial meal'. Also, students should not bring raw meat.

Expedition Team Equipment

It is a really useful idea to share equipment as much as possible. It will mean you have less weight to carry.

- Matches, washing up liquid, pan cleaner, tea-towel and toilet roll
- Food (and tin opener if required)
- Camping stove and fuel (to be provided by AMVC)
- Bronze: Tent (group to source) – No pop up tents are permitted.
- Silver/Gold: Tent (single skin tents will not be permitted)

When sharing a tent do not work on the basis that one person will carry the entire thing on day one and another person on day 2. The weight of the tent should be split eg one person carries the fly sheet, another the inner and another the poles. When deciding what size tent to use remember that a 2 person tent is the right size for 2 people without any luggage, so 2 people sharing on DofE will find a 3 person tent more appropriate.

Remember you are in a team, just because you own a piece of equipment, if you are sharing its use, it does not mean you have to carry it.



Expedition Personal Equipment

- **Walking boots/shoes**
- **Socks** 2/3 thick pairs for walking
- **Trousers** not jeans for walking, and / or shorts
- **Shirts / T-shirts**
- **Sweaters** at least 2, not very bulky
- **Underwear** thermal if possible
- **Night clothes** normal pyjamas etc will not be warm enough
- **Hat** - woolly hat essential, even in summer
- **Anorak** waterproof and windproof
- **Over trousers** waterproof and windproof
- **Sleeping bag** warm enough, light and easily packed
- **Rucksack** (60L) make sure it fits you; get to know how to adjust it properly and easily
- **Roll mat** or similar insulating mat
- **Torch**
- **Plate and mug** (unbreakable)
- **Knife, fork and spoon**
- **Water bottle** (2L)
- **Pencil and small notebook**
- **Map case**
- **Compass**
- **Tent (No pop-up tents)**

Further details can be found on www.dofe.org

There will be an equipment check before leaving the College. Ill equipped students will not be able to participate.

Expedition Mobile Phone Use

Students should only use their phone on expedition to get in touch with College staff (or to take photos). On Bronze Expeditions they will be required to turn off and hand in their phone on arriving at the camp (it will be returned on departure). Students can preserve the life of their phone battery by turning off Mobile Data, as they do not require this function.

If a student needs to speak to their parent/carer they can ask a member of staff and we will arrange it as soon as possible. If parents/carers need to speak to their child they can use the emergency contact number and staff will enable that as well.

If a student is found with a mobile phone during the evening they will be seen as not being self-sufficient and not able to qualify.

Expedition Presentation

The aim of the students' expedition is "To work together as a team to complete a physically challenging journey". They must demonstrate meeting this aim by submitting a group PowerPoint, with some photos and commentary of their expedition. Students are permitted to use their phone whilst walking to take photos.



Using eDofE

Once students have been registered on eDofE they will receive an email to confirm their username (usually the same as the one used to access the College IT systems). The first time students log in, the password will be their date of birth in the format DDMMYYYY (no gaps, dots or slashes), they will then be prompted to change their password and enter some basic information.

If students forget their password in the future, click on 'Forgot your password?' on the login page www.edofe.org

Make sure all appropriate information on each of the award sections is added.

The screenshot shows the eDofE form with the following fields and annotations:

- Status:** Not started (indicated by a gauge icon).
- Timescale:** 6 Months.
- * Start date:** dd/mm/yyyy.
- Earliest completion date:** (empty field).
- * Type/category of activity:** (Please select) (dropdown menu).
- * Detailed activity chosen:** (empty text box).
- * Where are you going to do it?** (empty text box).
- * What are your goals? What do you want to achieve?** (empty text box).
- * Assessor's name:** (empty text box).
- * Assessor's position:** (empty text box).
- Assessor's email:** (empty text box).
- Assessor's telephone no:** (empty text box).
- * Select your Leader:** (Please select) (dropdown menu).

Annotations on the right side of the form:

- Select your detailed activity from the list in this booklet. If it's not there, check with Mr Pepper / Mrs Ward that the activity is appropriate, and then type it into the box.
- Location is particularly important to help us check volunteering is suitable.
- Enter a goal or something that you would like to achieve when completing this section.
- Put in your assessors name – remember it must be someone qualified to do it, and not a relative, neighbour etc.
- What is your assessor's role, eg teacher, fitness instructor or brownie leader.
- You must include either your assessors phone number or email address. This doesn't have to be personal, eg 01733 252235 for teachers at AMVC.



Adding evidence and assessors reports to eDofE

When taking part in their chosen activities students should take photos to help build a collection of evidence on eDofE, and once they have completed the activity they need to upload their assessors report as the final piece of evidence.

If students give their assessor their eDofE number (see left hand column when you log on) they can complete a report online using the website www.edofe.org/assessor

Alternatively students can ask assessors to fill out the Assessor's Report cards in the Welcome Pack (received after enrolment), and upload them to eDofE themselves. Copies of these are available on SharePoint, in Enrichment then DofE if required.

The form is titled 'DE ASSESSOR'S REPORT VOLUNTEERING'. It includes a red-bordered box for participant details: Participant: _____, eDofE ID No: _____, Level: **Bronze**. Below this are fields for Activity: _____, Date started: ____/____/____ Completed: ____/____/____, and Goals set by participant: _____. A large section for 'Assessor's comments:' follows, with a note: 'Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.' At the bottom are fields for Signature: _____, Assessor's first name: _____ Last name: _____, Assessor's position/qualification: _____, Assessor's phone number: _____, and Assessor's email: _____. A red instruction at the bottom states: 'Participants should scan or photograph this page and upload to eDofE as evidence.'

Callout 1: You must include the date you started and finished, and it must be for the full 3 or 6 month period
Not including the correct dates is a common problem!

Callout 2: Your assessor must include a comment about you and your achievements

Callout 3: All these details should be completed, although either the phone number or email address is sufficient



What happens once I have finished?

Once you have submitted evidence we will check if we believe it is appropriate, and once all parts of the award are complete we will send it to DofE for final approval. You will then be issued a certificate.

Common problems with DofE

You have forgotten your username or password for eDofE.

It is most likely your username is the same as the one you use to log in to the College IT network, eg 16smitha. If you forget your password, use the password reset function.

You have chosen an inappropriate activity/assessor.

We encourage you to upload your activity plans to eDofE as soon as possible, then log back in to eDofE a week later to check if it's been accepted or if there are any queries. It's much better to know before you start than at the end when you would have wasted your time and effort!

You think you have completed a section of the award – but you haven't.

Once you have uploaded your evidence to eDofE check a week or so later to see if it's been accepted, or if there are any queries.

It will show on your eDofE homepage if the section is completed.

You think you have completed the award – but you haven't.

If you've uploaded all your evidence and it's been approved, you'll get an email to say congratulations – if not you need to check on eDofE to see if your evidence has been approved or queried.

Your assessor's report has been rejected.

We will have queried it and sent a message to say why on eDofE. It's best to avoid this situation by making sure the dates to say when you started/finished the activity cover the full 3 or 6 month period.

You think you haven't got any information about the expedition.

All the information you need is in this booklet!



ARTHUR MELLOWS VILLAGE COLLEGE



Either my parents or I have a question ...

This is **your** DofE Award, **you** should speak to Mr Pepper or Mrs Ward.

Mr Pepper and Mrs Ward are available most lunch times in the Humanities block.





Programme Ideas

Volunteering – must be with a charity/not-for-profit organisation

Helping people:

Helping children
Helping older people
Helping people in need
Helping people with special needs
Youth work

Community action & raising awareness:

Campaigning
Cyber safety
Council representation
Drug & alcohol education
Home accident prevention
Peer education
Personal safety
Promotion & PR Road safety

Working with the environment or animals:

Animal welfare
Environment
Rural conservation
Preserving waterways
Working at an animal rescue centre
Litter picking
Urban conservation
Beach and coastline conservation
Zoo/farm/nature reserve work

Helping a charity or community organisation:

Administration
Being a charity intern
Being a volunteer lifeguard
Event management
Fundraising
Mountain rescue
Religious education
Serving a faith community
Supporting a charity
Working in a charity shop

Coaching, teaching and leadership:

Dance leadership
DofE leadership
Group leadership
Leading a voluntary organisation group: - Girls' Venture Corps - Sea Cadets - Air Cadets - Jewish Lads' and Girls' Brigade - St John Ambulance - Scout Association - Air Training Corps - Army Cadet Force - Boys' Brigade - CCF - Church Lads' & Girls' Brigade - Girlguiding UK - Girls' Brigade
Sports leadership (not JSLA)
Music tuition

Physical

Individual sports:

Archery
Athletics (field or track event)
Biathlon/Triathlon/Pentathlon
Bowling
Boxing
Croquet
Cross country running
Cycling
Fencing
Golf
Horse riding
Modern pentathlon
Orienteering
Pétanque
Roller blading
Running
Static trapeze
Wrestling

Water sports:

Canoeing
Diving
Dragon boat racing

Free-diving
Kneeboarding
Rowing & sculling
Sailing
Sub aqua
Surfing/body boarding
Swimming
Synchronised swimming
Windsurfing

Dance:

Ballet
Ballroom dancing
Belly dancing
Bhangra dancing
Cercoc
Contra dance
Country & Western
Flamenco
Folk dancing
Jazz
Line dancing
Morris dancing
Salsa (or other Latin styles)

Scottish/Welsh/Irish dancing
Street dancing/breakdancing/ hip hop
Swing
Tap dancing

Racquet sports:

Badminton
Matkot
Racketlon
Rapid ball
Real tennis
Squash
Table tennis
Tennis

Fitness:

Aerobics
Cheerleading
Fitness classes
Gym work
Gymnastics
Medau movement
Physical achievement



Physical Continued ...

Pilates
Running/jogging
Trampolining
Walking
Weightlifting
Yoga

Extreme sports:

Caving & potholing
Climbing
Free running (parkour)
Ice skating
Mountain biking
Mountain unicycling
Parachuting
Skateboarding
Skydiving
Snow sports (skiing, snowboarding)
Snowkiting
Speed skating
Street luge

Martial arts:

Aikido Capoeira
Ju Jitsu
Judo
Karate
Self-defence
Sumo
Tae Kwon Do
Tai Chi

Team sports:

American football
Baseball
Basketball
Boccia
Camogie
Cricket
Curling
Dodge disc
Dodgeball

Fives
Football
Hockey
Hurling
Kabaddi
Korfball
Lacrosse
Netball
Octopushing
Polo
Rogaining
Rounders
Rugby
Sledge hockey
Stoolball
Tchoukball
Ultimate flying disc
Underwater rugby
Volleyball
Wallyball
Water polo

Skills

Performance arts

Ballet appreciation
Ceremonial drill
Circus skills
Conjuring & magic
Dance appreciation
Majorettes
Puppetry
Singing
Speech & drama
Theatre appreciation
Ventriloquism
Yoyo extreme

Science & technology

Aerodynamics
Anatomy
Astronomy
Biology
Botany
Chemistry
Ecology
Electronics
Engineering
Entomology
IT
Marine biology
Oceanography
Paleontology
Physics
Rocket making
Taxonomy
Weather/meteorology
Website design
Zoology

Care of animals

Agriculture (keeping livestock)
Aquarium keeping
Beekeeping
Caring for reptiles
Dog training & handling
Horse/donkey/llama/alpaca
handling & care
Keeping of pets
Looking after birds (i.e. budgies &
canaries)
Pigeon breeding & racing

Music

Church bell ringing
Composing
DJing
Evaluating music & musical
performances
Improvising melodies
Listening to, analysing & describing
music
Music appreciation
Playing a musical instrument
Playing in a band
Reading & notating music
Understanding music in relation to
history & culture

Natural world

Agriculture
Conservation
Forestry
Gardening
Groundsmanship

Growing carnivorous plants
Plant growing
Snail farming
Vegetable growing

Games & sports

Cards (i.e. bridge)
Chess
Clay target shooting
Cycle maintenance
Darts
Dominoes
Fishing/fly fishing
Flying
Gliding
Go-karting
Historical period re-enacting
Kite construction & flying
Mah Jongg
Marksmanship
Model construction & racing
Motor sports
Power boating
Snooker, pool & billiards
Sports appreciation
Sports leadership
Sports officiating
Table games
War games

Life skills

Alternative therapies
Cookery
Democracy in action
Digital Lifestyle



Skills continued ...

Driving: car maintenance/car road skills
 Driving: motorcycle maintenance/road skills
 Event planning
 First Aid
 Hair & beauty
 Learning about the emergency services
 Learning about the RNLI (Lifeboats)
 Library & information skills
 Life skills
 Massage
 Money management
 Navigation
 Public speaking and debating
 Skills for employment
 Young Enterprise

Learning & collecting

Aeronautics
 Aircraft recognition
 Anthropology
 Archaeology
 Astronautics
 Astronomy
 Bird watching
 Coastal navigation
 Coins
 Collections, studies & surveys
 Comics
 Contemporary legends
 Costume study
 Criminology
 Dowsing & divining
 Fashion
 Forces insignia
 Gemstones
 Genealogy

Heraldry
 History of art
 Language skills
 Military history
 Movie posters
 Postcards
 Reading
 Religious studies
 Ship recognition
 Stamp collecting

Media & communication

Amateur radio
 Communicating with people who are visually impaired
 Communicating with people who have a hearing impediment
 Film & video making
 Journalism
 Newsletter & magazine production
 Signalling
 Writing

Creative arts

Basket making
 Boat work
 Brass rubbing
 Building catapults & trebuchets
 Cake decoration
 Camping gear making
 Candle-making
 Canoe building
 Canvas work
 Carnival/festival float construction
 Ceramics
 Clay modelling
 Crocheting
 Cross stitch
 DIY

Dough craft
 Drawing
 Dressmaking
 Egg decorating
 Embroidery
 Enamelling
 Fabric printing
 Feng Shui
 Floral decoration
 French polishing
 Furniture restoration
 Glass blowing
 Glass painting
 Interior design
 Jewellery making
 Knitting
 Lace making
 Leatherwork
 Lettering & calligraphy
 Macramé
 Marquetry
 Model construction
 Mosaic
 Painting & design
 Patchwork
 Photography
 Pottery
 Quilting
 Rope work
 Rug making
 Snack pipping
 Soft toy making
 Tatting
 Taxidermy
 Textiles
 Weaving and spinning
 Wine/beer making
 Woodwork

Please note a JSLA may be used as a skill, not volunteering, but only for 3 months.





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**The online enrolment form
will need to be completed
and submitted by
Thursday 6 July 2023 via
this link:**

**[https://forms.office.com/e/mUp
FJCIgVp](https://forms.office.com/e/mUpFJCIgVp)**