

DOFE LEADER SUPPORT PACK

England and BSO
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INTRODUCTION

Thank you for becoming a Scouting volunteer and helping to make a difference to the lives of young people across the UK.

This pack is designed to support those within Scouting who are acting as DofE Leaders. As a DofE Leader, you will directly support young people through their DofE programme. This will be part of your role as an Explorer Scout Leader or Scout Network Commissioner.

There are a range of other materials which will be useful to you in addition to this pack. These can be found in the further resources section on page 21. Training is also available for Leaders through an online e-induction and a one day Introduction to the DofE course

Being a DofE Leader

As a DofE Leader your main role is to support young people through their DofE programme. This should be done in partnership with their Scouting awards and whilst they are taking part in your section's programme. You will also be responsible for promoting the DofE programme. We encourage you to ensure that all young people know that this programme is available and how to access it.

Here to help

Your first point of call for help and advice should be your County DofE Adviser. Some Counties will have a structure involving more than one Adviser, so find out who your point of contact is and note down their details here:

County DofE Adviser
Name.....
Email.....
Phone.....

In addition to your County Team there is also a DofE Team within the Education Department at UKHQ, if you require any further assistance or information, do not hesitate to contact the DofE Team via dofe@scouts.org.uk.

Note: This applies to England, Wales, the Channel Islands and British Scouting Overseas only. Scotland and Northern Ireland operate the DofE through independent licences and so advice should be sought from the relevant Country Office.

THE BASICS

The DofE programme is available to all young people who are members of the Explorer Scout and Scout Network sections.

The core age range is 14-25; however young people who transition to Explorers from 13½ years old and are also in the academic year in which they turn 14, are able to start their Bronze DofE programme before their 14th birthday.

All DofE awards must be completed by the young person's 25th birthday.

Bronze, Silver, Gold

The DofE is split into three levels; Bronze, Silver and Gold. Each level has a number of sections and set criteria. The levels align with the top awards for the Explorer Scout and Scout Network sections, as outlined below.

Bronze

As a minimum, the young person must be an Explorer Scout and be in the academic year in which they turn 14 years old.

To achieve a Bronze DofE Award, young people need to complete the following sections:

Volunteering	Physical	Skills	Expedition
3 months*	3 months*	3 months*	(plan, train for and complete) 2 days and 1 nights

*Young people also have to do three more months in one of the Volunteering, Physical or Skills sections as one section has to be for a minimum of 6 months.

Chief Scout's Platinum Award (Explorer Scouts only)

In addition to the above, young people need to complete the following to achieve their [Chief Scout's Platinum Award](#):

- Be a member of Explorer Scouts for at least six months and at the time they complete the award.
- Complete six nights away, four of which must be camping.
Nights away used for this requirement must be different from those used as part of another section of the award (such as the expedition or ICV list). Nights away undertaken as an Explorer Scout Young Leader, such as a camp with the Beaver Colony or Cub Pack they volunteer with may count towards this requirement.
- Also complete two activities as an Explorer Scout member from the [International, Community and Values \(ICV\) lists](#) available at scouts.org.uk/icvplatinum (each activity should be from a different area).

Silver

As a minimum, the young person must be an Explorer Scout and be in the academic year in which they turn 15 years old.

To achieve a Silver DofE Award, young people need to complete the following sections:

Volunteering	Physical	Skills	Expedition
6 months	One section for 6 months and the other section for 3 months		(plan, train for and complete) 3 days and 2 nights

If young people didn't do their Bronze DofE Award, they must undertake a further 6 months in a section they are already doing for 6 months. This will make one section a minimum of 12 months.

Chief Scout's Diamond Award (Explorer Scouts and Scout Network)

In addition to the above, young people need to complete the following to achieve their [Chief Scout's Diamond Award](#):

- Be a member of Explorer Scouts or Scout Network (or both) for at least 12 months; unless they have achieved the Chief Scout's Platinum award. If young people have the Chief Scout's Platinum Award they are only required to be a member for a further 6 months.
- Be a member of Explorer Scouts or Scout Network at the time they complete the award.
- Complete twelve nights away, eight of which must be camping (this can include nights away counted for the Chief Scout's Platinum Award). Nights away used for this requirement must be different from those used as part of another section of the award (such as the expedition or ICV list). Nights away undertaken as an Explorer Scout Young Leader, such as a camp with the Beaver Colony or Cub Pack they volunteer with may count towards this requirement.
- Also complete two activities as an Explorer Scout/Scout Network member from the [International, Community and Values \(ICV\) lists](#) available at scouts.org.uk/icvdiamond (each activity should be from a different area and not the same activities as those undertaken for the Chief Scout's Platinum Award).

Gold

As a minimum, the young person must be 16 years old.

To achieve a Gold DofE Award, young people need to complete the following sections:

Volunteering	Physical	Skills	Expedition	Residential
12 months	One section for 12 months and the other section for 6 months One section for 12 months and the other section for 6 months One		(plan, train for and complete) 4 days and 3 nights	Take part in a shared activity in a residential setting for 5 days and 4 nights

If young people didn't do their Silver DofE Award, they must undertake a further 6 months in a section they are already doing for 12 months. This will make one section a minimum of 18 months.

Queen's Scout's Award (Explorer Scouts aged 16+ and Scout Network)

In addition to the above young people need to complete the following to achieve their [Queen's Scout Award](#):

- Be a member of Explorer Scouts/Scout Network for at least 18 months.
- Complete 18 nights away, 12 of which must be camping.
- Complete two activities as an Explorer Scout/Scout Network member from the [International, Community and Values \(ICV\) lists](#) available at scouts.org.uk/icvqsa (each activity should be from a different area and not the same activities as those undertaken for the Chief Scout's Platinum and Diamond Awards).
- Make a presentation covering all elements of your award to a suitable audience, with the aim of inspiring and motivating others to achieve the award. The presentation should be the final activity you complete.

Further information can be found at scouts.org.uk/qsa, in and the 'Reach the Top' support guide for participants, Leaders and Commissioners available at members.scouts.org.uk/reachthetop and also in The Adventure Begins leaflet, available from [Scout Store \(formerly Scout Shops Ltd.\)](#).

Note: Young people wishing to complete their Queen's Scout Award must first register online via scouts.org.uk/qsa.

Linking to Chief Scout's Platinum, Chief Scout's Diamond and Queen's Scout Awards

As you've seen, the DofE closely links to the top awards for Explorer Scout and Scout Network members. Once participants have finished their DofE programme there are only a few further sections to complete and get signed off before they have completed their Scouting awards.

At Gold level they will need to send their Queen's Scout Award completion form to the Education Department at UKHQ. Make sure that their Gold DofE is signed off first and the DofE box is ticked on the form, or send the Queen's Scout Award forms in with their Gold completion.

Get registered on eDofE

Your County DofE Adviser will need to make sure that your Unit/Network is set up as a Group on eDofE; the DofE's online recording system. You will be registered on eDofE with a Leader account, which will enable you to monitor the progress of your young people.

All young people who wish to take part in a DofE programme must do so through a Licensed Organisation such as The Scout Association. In order to register they must complete an enrolment form which must be signed off by a parent if they are under 18. They are required to pay the appropriate fee for the level of Award they are enrolling on. For full details of the costs go to dofe.org/costs-and-timescales.

Within Scouting, the registration of young people is either the responsibility of the County or Country. In most counties the enrolment form and fees will often need to be forwarded to the County DofE Adviser for them to action the registration; however in some counties this is managed by the County Office or an administrator, so please check your local process. At this stage the young person will be set up with an account on eDofE and will also receive a Welcome Pack. The young person then needs to log into the eDofE system and start recording what they intend to do for their programme.

For more details on how to use eDofE, please read page 9.

What next?

Once a young person has completed their DofE programme they may choose to take on a new role. They may be interested in the following:

Leader

Becoming a Leader is often a natural progression for those who are older and who have completed previous levels. DofE leadership can also be used as a volunteering activity as part of the Volunteering section. It might be good idea for them to attend the Introduction to DofE Course if they wish to become a leader so they can learn about how to run the DofE.

Assessor

Becoming an Assessor can be a varied role as Assessors are needed for each section of the DofE programme. Assessors need to have knowledge of the activity and be approved by the Leader. For the Expedition section there is a more formal process of becoming accredited, more information on this can be found at dofe.org/eaas.

Expedition Supervisor

Becoming an Expedition Supervisor is another option for those with a strong interest in the outdoors. This is an opportunity for them to pass on their expedition skills to current participants. It might be a good idea for those wanting to take on this role to attend the Expedition Supervisors Training Course which will support them within their role.

HOW DO YOU CELEBRATE SUCCESS?

Achievement Pack

Traditionally the DofE achievement has been recorded by a young person keeping their certificate for future use. Participants using the eDofE system can also create an achievement pack if they wish. On completion of a DofE programme they will be prompted through eDofE to produce an achievement pack, this will include their photos and other evidence and is personal to them. Once complete, the pack can be downloaded for local printing. Professional versions can also be purchased.



Badges



DofE Pin Badges

Those who have completed a DofE programme will receive a pin badge from the DofE appropriate to their level. This badge cannot be worn on the Scout uniform but may be kept as a souvenir. Bronze and Silver pin badges are available for County DofE Advisers to order (free of charge) from DofE Essentials. Gold pin badges and Gold brooches will be supplied direct from the DofE Team at UKHQ.

Scout Cloth Badges

There is a Scout badge for each level which can be worn on the uniform. These are available from Badge Secretaries.

Note: Only the highest award may be worn on the uniform at one time, this is worn on the left sleeve.



Presentation

At every level a young person's achievement should be recognised. This is normally in the form of a presentation where the young people receive their certificate (except at Gold) and their badges (both DofE pin badge and Scout cloth badge). At Bronze and Silver level the presentations are often done on a local level by the District Explorer Scout Commissioner or District Commissioner, and usually within the Unit/Network environment. At Gold level, the presentations are normally more high profile and involve the County Commissioner. Many Counties will hold top award presentation evenings for these achievers. Those who complete the Gold award are also invited to a Royal presentation where they will receive their certificate. These usually take place at St James's Palace. Gold award recipients should expect to wait up to 12 months for their presentation. They will only be permitted to bring one guest with them to this presentation.

Certificates

Bronze and Silver level certificates are available from County DofE Advisers. These certificates need to be completed with the name of the young person and date before being presented at a suitable occasion.

eDofE

Getting started

eDofE is a secure online system which allows young people to manage their progress through the DofE programme. It provides areas for them to choose their activities, communicate with you and their other Leaders, upload evidence in various formats and submit their Award for approval. Access to eDofE for both Leaders and participants is normally arranged by the County DofE Adviser. Once participants have submitted an enrolment form and payment, they will be set up with an eDofE account at edofe.org and a Welcome Pack will be sent to them.

As a Leader you will be responsible for ensuring that your young people are using eDofE correctly, monitoring their progress and approving their objectives and evidence. Once the level has been completed, the County (at Bronze and Silver) or the DofE Office at UKHQ (at Gold) will give final approval.

The process a young person will follow through eDofE is shown in a flow chart overleaf.

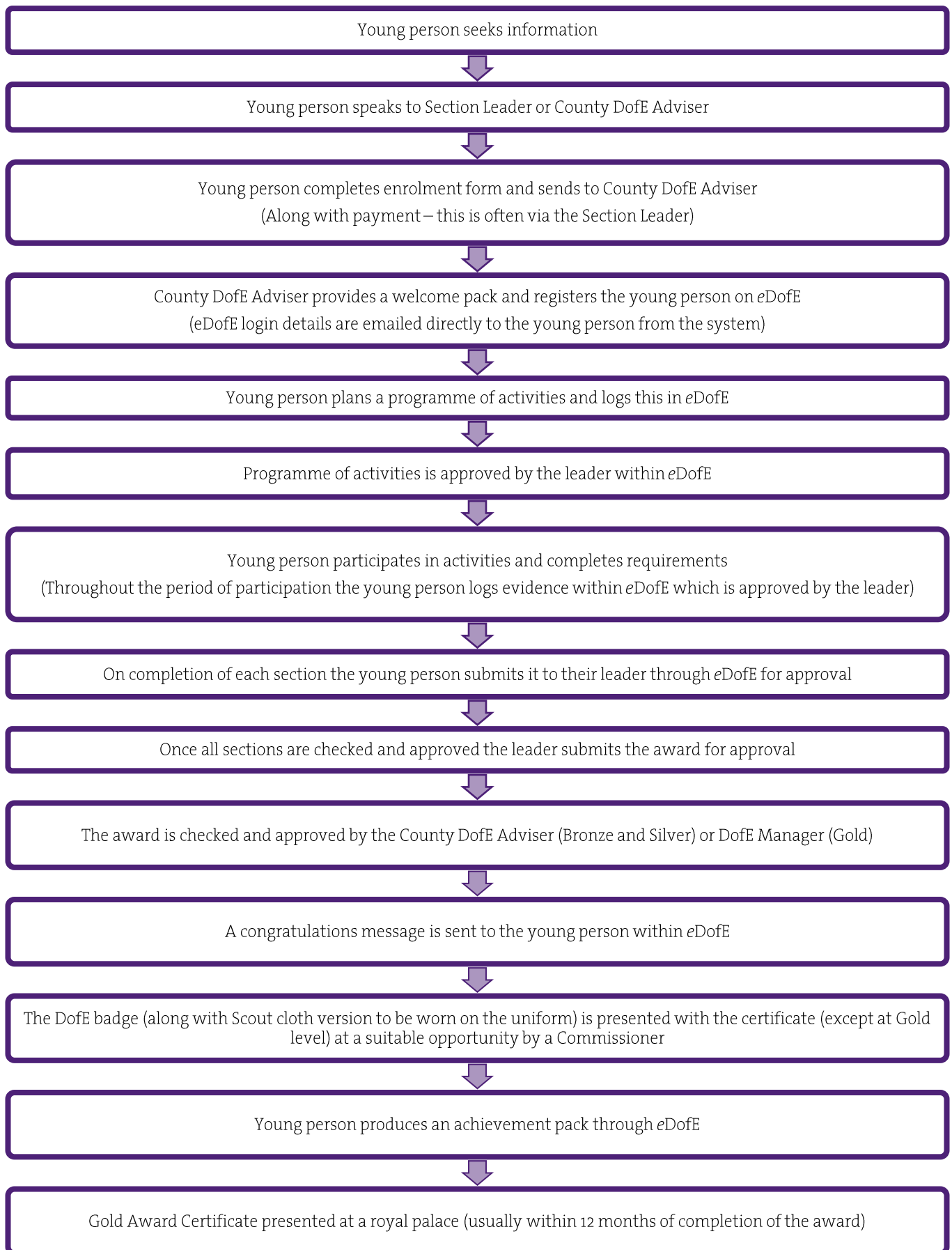
Support through the programme

Young people will require varying levels of support whilst working on their DofE programme. During the period when the young person is undertaking their DofE they should be adding information to eDofE. This will be in the form of objectives and timescales for sections and evidence that they have been doing the activities. As a Leader you will need to approve this information through the system. This is really straightforward and the system can email you alerts to let you know when to do this. More information about the process of approving evidence can be found in the eDofE user guides at dofe.org/leaders.

Moving in and moving on

When a young person moves from one locality to another or from Explorer Scouts to Scout Network they should still be able to access support to complete their DofE. Ask the young person to contact their County DofE Adviser to discuss this.

Young people can also change the Licensed Organisation they are participating in their programme with. If you have any young people who have started their DofE programme with another organisation and wish to transfer to The Scout Association then we can arrange this. You would need to supply your County DofE Adviser with the young person's eDofE ID number, name, new group and County.



Assessor evidence

It is compulsory to have at least one piece of evidence for each section. The Assessor needs to be approved by the Leader. Other than the Expedition section, where the person must be an Accredited Assessor, the Assessor just requires a knowledge of the activity and must be impartial (not family). It is important to agree who the assessor will be prior to the young person starting their activities, it's worth checking with the County DofE Adviser that they are happy with the arrangements you have in place for assessors.

Assessors can submit evidence using a variety of methods, these include completing the keeping track booklet, submitting evidence online at edofe.org/assessor, or a simple letter. All of these can then be linked to the young person's eDofE account by being uploaded by the young person, Assessor or Leader.

Approval of Awards

eDofE allows the user to operate within the permissions they have been granted for their role. This means that you will be able to:

- monitor a young person's usage of the system
- approve section objectives and programme plans
- approve evidence that a young person has submitted
- approve a section as being complete (this means the young person has taken part in the activity, their objectives have been approved, timescales met and at least one piece of Assessor evidence is available on the system for this section)
- send a whole Award for approval to the County DofE Adviser (Bronze and Silver) or the DofE Team at UKHQ (Gold).

For a full explanation of the approval process, please check out the eDofE user guides at dofe.org/leaders.

SECTIONS

A Quick Guide

The DofE programme includes several sections to create a rounded experience. These are Volunteering, Physical, Skills and Expedition for all levels, with the addition of Residential at Gold level. For each section the young person will need to choose their activity and work with their Assessor to set objectives and goals. The young person may need to undertake training for the activity. Once the section is complete the young person should review their progress and have an Assessor report written for their evidence.

Volunteering

The Volunteering section of the DofE is all about making a positive contribution to the community. Young people can choose to volunteer as part of a team or as an individual and in all kinds of ways.

The volunteering should ideally be on a weekly basis over the period of months required for the Award being completed. This can be 3, 6, 12 or 18 months, depending on what they have done before and how long they spend on the other sections. Weekly involvement should average one hour per week and young people should not spend more than a quarter of their time on training for the activity.

Volunteering activities should not replace the work usually undertaken by paid member of staff.

Volunteering activities within Scouting are readily available and range from helping with a younger section as an Explorer Scout Young Leader or as an adult leader delivering adventurous activities. This is a section which shouldn't be difficult for young people within Scouting, however we do find that some young people struggle to find an opportunity to suit their interests.

Full details of the Volunteering section can be found on page 15.

Physical

The Physical section is about participating and improving in a physical activity such as dance, fitness or sport. The physical activity should ideally be on a weekly basis over the period of months required. This can be 3, 6, 12 or 18 months, depending on what young people have done before and how long they spend on the other sections. Weekly involvement should average one hour per week and young people should not spend more than a quarter of their time on training for the activity.

A common problem area for young people is selecting an appropriate activity which suits the Skills section and not the Physical section and vice versa. The easiest way to make sure they get it right is to think of physical activities as those which require physical effort and make you sweat, and skills as those which don't.

No one is saying that physical activities don't involve a level of skill, however activities have been slotted into these sections to ensure that young people get the range of activities intended by the programme.

If in doubt, consult your County DofE Adviser or the DofE Team at UKHQ.

Many of the activities which are completed through Scouting are suitable for this section of the DofE programme. Encourage young people to try some new activities before deciding what they want to commit to. Within Scouting, young people may have the opportunity to regularly participate in the following:

- Archery
- Canoeing
- Caving
- Rock climbing
- Rowing
- Sailing
- Walking

Make sure that young people are undertaking activities for the correct length of time.

If these activities are completed through Scouting they are required to be completed in accordance with the current edition of Policy, Organisation and Rules.

Skills

The Skills section is about developing practical and social skills and personal interests. A skill should ideally be practised on a weekly basis over the period of months required. This can be 3, 6, 12 or 18 months, depending on what they have done before and how long they choose to do the other sections for. Weekly involvement should average one hour per week and young people should not spend more than a quarter of their time training for the activity.

A common problem area for young people is selecting the appropriate activity which suits the Skills section and not the Physical and vice versa. The easiest way to make sure they get it right is to think of physical activities as those which require physical effort and make you sweat and skills as those which don't.

No one is saying that physical activities don't involve a level of skill, however activities have been slotted into these sections to ensure that young people get the range of activities intended by the programme.

If in doubt, consult your County DofE Adviser or the DofE Team at UKHQ.

Many of the activities which are completed through Scouting are suitable for this section of the DofE programme. Encourage young people to try some new activities before deciding what they want to commit to. Within Scouting, young people may have the opportunity to regularly participate in the following:

- Amateur radio
- Bushcraft and survival
- Canoe building
- Casualty simulation
- Committee skills
- Conservation
- Drama and theatre skills
- Event planning and organisation
- Gliding
- Information technology and website development
- Marksmanship
- Newsletter and magazine production

Make sure that young people are undertaking activities for the correct length of time.

If these activities are undertaken through Scouting they are required to be completed in accordance with Chapter 9 (Activities) of the current edition of Policy, Organisation and Rules (POR) available at scouts.org.uk/por.

Expedition

The Expedition section requires young people to plan, train for and complete an expedition. This can take place either in the UK or abroad. The environment should be appropriate to the DofE level (Bronze, Silver or Gold) and ability of the group.

The requirements for this section vary and as the levels progress the length of the expedition will increase. Young people need to choose a non-motorised mode of travel for their expedition. Examples of these include canoeing, cycling, horse riding, rowing, sailing, walking and wheelchairs.

At each level young people are expected to plan and train for their expedition, having shown suitable competence to a Leader in the training requirements (available from dofe.org/expedition). There is a requirement at each level to complete at least one unaccompanied practice expedition to show that the group are ready and to gather any learning prior to the qualifying expedition.

For the qualifying expedition, each level has a set number of hours of planned activity per day of which at least half must be journeying:

- Bronze – 2 days and 1 night, 6 hours planned activity per day
- Silver – 3 days and 2 nights, 7 hours planned activity per day
- Gold – 4 days and 3 nights, 8 hours planned activity per day

The remaining hours of planned activity must be spent working on the aim or project. This is something that the group need to have decided on before setting out on their expedition and will report back on after the expedition. Full details of the Expedition section can be found on pages 16-18.

Residential

The Residential section is for the Gold Award only. It requires young people to take part in a shared activity which involves them staying and working away from home. This should be with new people and in an environment unknown to them. The residential experience needs to last at least five days and four nights. However, there is an option for this to be spread across two weekends of the same purpose – please check with your County DofE Adviser before choosing this option.

There are all kinds of opportunities available to complete this section both within and outside of Scouting. You'll just need to make sure the activity covers all of the requirements:

1. The participant must be away from home for a minimum of five days and four nights and must have identified an Assessor.
2. There must be a specific, shared course or activity to broaden experiences and interests done with an organised group, registered charity or Approved Activity Provider (AAP).
3. Consider the group size and make-up. The group should be no smaller than 5 people (including the participant). Young people should be away with those they don't already know. A few participants may know each other in larger groups, but should be separated where possible.
4. Before the residential, the participant should carry out appropriate training, briefing or research.
5. The Licensed Organisation must have approved the planned residential. Within Scouting this approval comes from the County DofE Adviser.

If in doubt consult your County DofE Adviser or contact the DofE Team at UKHQ via dofe@scouts.org.uk.

THE VOLUNTEERING SECTION

Scouting offers many opportunities to complete the Volunteering section. For example, an individual could work with Beavers, Cubs or Scouts as an Explorer Scout Young Leader or with any of the sections as an adult leader. There are other opportunities within Scouting to undertake the Volunteering section, however, this advice applies specifically to those working within the youth sections.

The requirements

There is a requirement for all DofE participants volunteering within youth sections to undertake training appropriate to their role. This will depend on their age and includes a minimum of either Module A of the Young Leaders' Scheme or the Getting Started modules of the Adult Training Scheme to be achieved by the participant.

In addition to this, participants are encouraged to complete training appropriate to their role (there is no specific time requirement for additional training).

If Module A or the Getting Started modules were completed for the participant's first award, then additional training would be expected for other levels; for example First Aid or another module relevant to the participant's volunteer role.

Explorer Scout Young Leaders should be made aware of the resources available at scouts.org.uk/youngleaders and be given a copy of the Orange Card (Young People First for Young Leaders) available at scouts.org.uk/safeguarding. This also applies to non-members operating as Explorer Scout Young Leaders whilst undertaking their volunteering section of an award.

Non-members completing the volunteering section within Scouting

Non-members may only work within Scouting for the period required for the Volunteering section as either an Explorer Scout Young Leader or adult leader working directly with a section. During this period they may operate as any other Explorer Scout Young Leader or adult leader with that section and will be required to complete the training requirements outlined above. More information can be found in Chapter 4 of POR (Rule 4.37 - The appointment of Explorer Scout Young Leaders); available at scouts.org.uk/por.

Throughout this period they will be insured for public liability but not personal accident and may take part in the full section programme as if they were members. This includes taking part in camps but does not include taking part in the wider Scouting programme or acting as service crew at a campsite.

Any individual aged over 18 wanting to take this option is required to complete a disclosure.

Note: Non-members may not volunteer within Scouting until they are 14 years of age.

THE EXPEDITION SECTION

Your role as a leader will be to organise young people into expedition teams and then support them with planning their expedition. The young people will have to undertake training (or show that they are at a suitable level of competence) and then complete at least one unaccompanied practice expedition. If you do not have the skills to support this section directly yourself, you will need to find someone with the skills to work with you and your group.

Expedition modes of travel

Don't forget that expeditions don't have to be on foot, why not encourage your group to take a bike, wheelchair, horse or try a water-based expedition?

Expedition supervision

Another role you may undertake is that of the Expedition Supervisor. The individual doing this role must be present on all expeditions. The Expedition Supervisor is responsible for the health and welfare of the group whilst on expedition and will work in partnership with the Assessor to monitor the group throughout their expedition. The Supervisor needs to be technically competent in the Nights Away element and mode of transport used for the expedition. They also need to ensure that The Scout Association rules are followed, including adventurous activity permits, Nights Away notification and commissioner approval. Full details about this role can be found in the Expedition Guide and also on the Expedition Supervisor Training Course.

20 conditions of the Expedition section

The qualifying expedition is assessed against the DofE 20 conditions for the Expedition section by a DofE Accredited Expedition Assessor.

1. Your expedition must be by your own physical effort, without any motorised or outside assistance.
2. Your expedition must be unaccompanied and self-sufficient.
3. Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.
4. Your expedition must have an aim.
5. You must be properly equipped for your expedition.
6. You must have completed the required training and practice expeditions.
7. You must undertake at least one practice expedition at each level of the programme. You should do this in the same mode of travel and in a similar environment to the qualifying expedition.
8. You and your team must plan and organise your expedition.
9. You must be assessed by an approved Accredited Assessor of the DofE.
10. There must be between four and seven people in your team. Eight people may be in a team for modes of travel which are tandem.
11. You must be within the qualifying age of the DofE programme level.
12. All the people in your team must be at the same level of assessment.

13. Your team must not include anyone who has completed the same or higher level DofE expedition.
14. Your overnight accommodation should be camping.
15. Your expedition must be the minimum number of days required for your DofE level.
16. Your expedition should normally take place between the end of March and the end of October.
17. Your expedition should be in the recommended environment for your DofE level.
18. You must do the minimum hours of planned daily activity for your DofE level.
19. You should cook and eat a substantial meal each day.
20. You must create and deliver a presentation after your expedition to complete the section.

Expedition Assessors

All qualifying expeditions are required to be assessed. This must be done by a DofE Accredited Expedition Assessor with relevant experience of the activity being undertaken.

The role of an Assessor is to check that the group has met the 20 conditions of the Expedition section. In order to be permitted to assess they will need to complete some training through the Expedition Assessor Accreditation Course, have suitable technical competence in the activity and have a supported assessment undertaken with an experienced Assessor. Once this is completed the Assessor will become accredited and receive an accreditation number and ID card from the DofE. Any assessor who is assessing for The Scout Association must hold a full member role.

The Assessor must not have been involved in the training of the young people for their expedition. The Assessor at Gold level should also be independent of the group and not associated with the team in any way.

Some groups experience difficulty in finding available Assessors for the Expedition section with the correct level of accreditation and experience in the mode of travel.

If a County is unable to find an Assessor themselves they can make a request to the DofE team at UKHQ who will send an email out to those who may be able to assist. There is also an option to purchase an assessment voucher from DofE Essentials (via eDofE) and request an Assessor from the Expedition Network. This process is outlined below.

Expedition Administration

There are a number of additional administrative tasks required for the Expedition section. The processes will vary depending on the level and location of the expedition.

The County DofE Adviser needs to be notified of all DofE expeditions in addition to the normal Scouting notification processes for these activities.

All expeditions as Scouting activities are required to follow Scouting rules and procedures as outlined in the current edition of Policy, Organisation and Rules. This includes Nights Away notification, Activity Permits (where required) and approval of the Commissioner.

Wild Country Expeditions

All DofE groups which enter a wild country area are required to notify the Expedition Network for the area they are entering. This applies to all Gold expeditions.

Wild country areas are designated by the DofE as those areas most suitable for land based Gold expeditions. These generally align to national park areas and should be monitored for usage to ensure that we don't create a negative impact on these special landscapes.

Expedition Networks are teams of volunteers who work to support the DofE within a specific wild country area. These teams provide vital knowledge on the local area and also help to supply Assessors for expeditions. Full details of the areas and how to contact the networks can be found at dofe.org/leaders/expedition-areas.

For these expeditions a 'Green Form' (expedition notification form) will need to be completed and submitted to the Co-ordinator of the Expedition Network at least four weeks prior to the expedition taking place. The form can be found at dofe.org/expedition-downloads.

If you are requesting an Assessor from the Expedition Network the forms need to be submitted at least six weeks prior to the expedition along with an expedition assessment voucher. Expedition assessment vouchers are used to pay for an Assessor supplied by an Expedition Network. The vouchers can be purchased from DofE Essentials (via eDofE). A notification number should be issued for the expedition and recorded in the participant's records on eDofE.

A Gold expedition that occurs outside of a wild country network, usually water based expeditions or other expeditions with exceptional circumstances, should submit their Green Form to the DofE Team at UKHQ.

Don't forget to also notify your County DofE Adviser that the expedition is taking place.

Expeditions abroad

All expeditions which take place outside the UK (excluding members of British Scouting Overseas when operating in their home country) should follow the Scout Visits Abroad process and the DofE expedition's abroad process.

The group must complete a 'Blue' expedition abroad notification form and submit it to the DofE team at UKHQ at least 12 weeks prior to departure. The form can be found at dofe.org/expedition-downloads. A notification number will then be issued for the expedition. This will need to be recorded in the participant's records on eDofE.

It is not recommended that young people use these expeditions for their Explorer Belt Award as well. To combine both expeditions will mean that the quality and intentions of the awards are compromised. It may also lead to double counting in later stages of the Queen's Scout Award.

Expedition variation requests

In some circumstances there may be a need to request a variation from the 20 conditions of the Expedition section. This can be achieved through the submission of an expedition variation request form to the DofE office at UKHQ prior to the expedition. As approval of this variation is critical to the expedition taking place this approval should be sought at the earliest opportunity. The form can be found at dofe.org/expedition-downloads.

Variation requests should be discussed with the County Adviser prior to submission. Requests might be made for the following reasons:

- Age extensions
- Out of season expeditions
- Varied supervision requirements

INSURANCE

The type of insurance cover required for DofE activities depends on the person who is taking part in them:

- Young people who are members of the movement and are undertaking Scouting activities as part of their DofE programme are covered as they would be for any other Scouting activity. They are required to fully comply with Scouting policy.
- Young people who are members of the movement undertaking activities independently in their own time are not covered by Scouting insurance for these activities. They are however covered by a limited personal accident policy. In these cases, parents are responsible for the health and safety of the young people whilst they undertake these activities.
- Young people who are not members of the movement and choose to volunteer within Scouting as part of their DofE Volunteering section are covered by our public liability insurance as they are operating on our behalf for a fixed period of time. This requires them to undertake some basic training and to meet The Scout Association's safeguarding requirements during this period.

Note: Non-members may not volunteer within Scouting until they are 14 years of age.

- Young people who are not members of the movement who wish to take part in an expedition organised within Scouting are not permitted to do so as they will not be covered by our insurance cover for this activity. The only exception to this is members of Girlguiding who are operating within the joint activities rules whilst undertaking this activity. Full details can be found in FS120007: Joint Adventurous Activities with Girlguiding at scouts.org.uk/fs120007.

RULES

Don't forget that all activities undertaken within Scouting must follow The Scout Association's rules as laid out in the current edition of Policy, Organisation and Rules. You can view the current edition of POR by going to scouts.org.uk/por and scouts.org.uk/a-z.

TRAINING

The DofE's Modular Training Framework has a range of modules to suit the roles of those supporting the DofE. We deliver many of these modules within Scouting through a National Scout Active Support Unit.

The simplest training available is an e-learning induction module which should be completed by anyone supporting the DofE programme and can be found at dofetraining.org.

Within Scouting the following training courses are also available:

Introduction to the DofE

This course is highly recommended for all DofE Leaders. It covers the mission and principles of the DofE, as well as providing an excellent overview of the Award's levels, sections and timescales. This is a one day optional course for those who wish to expand their general knowledge and understanding of the DofE. It's recommended that all adults supporting the DofE have the knowledge from this course, but they may have gained this knowledge in a different way. Before the course all participants will be asked to complete the e-induction.

Expedition Supervisors Training Course

This course is highly recommended for all those who supervise DofE expeditions. It's designed to help supervisors understand their role and tasks, manage risk and provide the best quality expedition experience for all young people. This is a one day optional course for those who wish to expand their knowledge and understanding of this area of the DofE programme.

Expedition Assessor Accreditation Scheme

The aim of this course is to prepare, train and accredit Expedition Assessors to undertake the role. To be an Expedition Assessor you need to have sufficient technical competence in at least one type of expedition. These could include walking, horse riding, cycling, canoeing, etc.

This is a one day course, with some online learning to be completed before attendance. After the course the participant is required to undertake a Supported Assessment. This is done by going out on assessment with a Supporting Assessor who checks that you can put what you have learnt into practice. Successful applicants receive a certificate and an ID card with an Assessor number.

Further modules of the DofE Modular Training Framework are available through various providers. Full details can be found at dofe.org/training.

FURTHER RESOURCES

There are a number of resources available to help with promoting and managing the DofE:

Websites

There is lots of information available on both the DofE and Scout websites, so check them out at:

Scout website - scouts.org.uk/dofe

DofE website - dofe.org

POR

Some of the DofE specific rules within Policy, Organisation and Rules (POR) – scouts.org.uk/por

Rule 4.37 – The Appointment of Explorer Scout Young Leaders

Rule 4.56 – Duke of Edinburgh’s Award (District)

Rule 5.44 – Duke of Edinburgh’s Award (County)

DofE Handbook for Leaders

This is an essential item for all DofE Leaders and is available from DofE Essentials (via eDofE) or as part of attendance on an Introduction to the DofE course.

eDofE support materials

There are lots of materials available to support both adults and young people in using eDofE. Check out dofe.org/edofe-downloads.

There are also some YouTube clips available to help with using the system youtube.com/theDofEUK.



Expedition Guide

This is a really helpful book giving you all the information and advice you need to help support the Expedition Section within your group.

The Expedition Guide is available from DofE Essentials (via eDofE).

Programme Ideas Lists

[Programme Ideas - Volunteering](#)

[Programme Ideas - Skill](#)

[Programme Ideas - Physical](#)

[Programme Ideas - Expedition](#)

[Programme Ideas - Residential](#)



The programme ideas lists can also be found within the resources section of scouts.org.uk/dofe.



DofE magazine and emails

As an adult who supports the DofE programme, you are entitled to a free quarterly magazine and email updates. Sign up at dofe.org.

You will also get your DofE Leaders Discount Card for DofE partners.

For more information visit dofeshopping.org/reward-card and dofeshopping.org/your-discounts.

You can view the latest edition of the DofE magazine and find older editions at dofe.org/leaders/dofe-magazine.



Promotional resources

The Adventure Begins is available as a free printed resource from [Scout Store](https://scoutstore.org) (formerly Scout Shops Ltd.).

This resource is also available to view and download from the resources section of scouts.org.uk/dofe.

There are also some YouTube clips available to help with promoting the programme youtube.com/theDofEUK.