

THE DUKE OF EDINBURGH'S AWARD: STAFF SUPPORT

The DofE charity have issued guidance on completing the Bronze, Silver or Gold Awards remotely. The DofE have published some FAQ's that should be read by squadron staff. Scan the QR code below to access this or visit dofe.org/coronavirus/faqs



CLICK HERE OR SCAN QR CODE
FOR DofE INSTRUCTOR FAQs

BEFORE YOU START

- ✓ Make sure that everyone doing a DofE programme knows their eDofE username and password. You can check usernames and reset passwords using instructions in this guide.
- ✓ Tell cadets who their squadron DofE Officer is. This is normally the person who checks the cadet's progress on eDofE.
- ✓ Upload any existing evidence or assessor reports to the correct section.
- ✓ Make sure participants know they need to talk to the squadron's DofE Officer before they decide on any new activities.

KEY CHANGES

- Participants can change the activities they have chosen in their **Physical, Volunteering** and **Skills** sections so they can be completed at home.
- If a participant changes their activity within a section the time remaining does not reset. For example, if they are on a 3 month activity section and they change after 2 months, they will only have 1 month on their new activity to complete the section.

- If a cadet doesn't want to change their activities then they can 'pause' sections of their programme and re-start it when they can. Staff do not need to do anything to action this.
- If there are staff completing awards themselves, they have until they are 25 to complete it.
- If they can't complete it by the time they turn 25 then the DofE will grant an extension. This is not automatic, so ask your Wing DofE Officer for advice.
- Participants cannot complete the expedition section remotely, but they can plan for it.

ACCESSING ACCOUNT DETAILS

If a participant has forgotten their username the squadron's DofE Officer can access it using their eDofE leader account in the following way:

- Log in with your leader account and click **Participant overview** (found on the left of the screen under your picture).
- Press **Search**. Then click on the **ID number** of the person's username you need to find. Expand the **Account details** box.
- It is good practice to confirm the participant's email address at the same time. Expand the **Contact details** box and check with the participant that the email listed is correct.
- If they forget their password, participants must reset their password themselves. They do this by clicking **Forgot your password?** on the main Sign in screen. The password gets sent to the email address on file for that account.
- If the password is not received, then check that the participant's email address is correct by following the steps listed above.