

HELSTON COMMUNITY COLLEGE  
ASPIRATION ▪ AMBITION ▪ ACHIEVEMENT



# Duke of Edinburgh Award

At Helston Community College

Your journey starts here



For further information please visit: <https://www.dofe.org/>

# HCC Duke of Edinburgh Award Team

## Mr Semmons

The DofE Award Manager & Expedition Safety Supervisor, eDofE Support  
Bronze, Silver & Gold DofE Assessor  
Walking Leader Qualifications  
First Aid Outdoors (Mountain Medicine) Located on South Site next to A2.

## Mrs Greig

DofE Leader, eDofE Administrator  
Bronze & Silver DofE Assessor  
Walking Leader Qualifications  
First Aid Outdoors (Mountain Medicine)  
Located on North Site

We also have a number of Volunteers and Assessors who help with training and expeditions. These people have been DBS checked allowing them to work with your child.

## Why do the DofE Award?

The Duke of Edinburgh's Award, is a youth award programme founded in the United Kingdom in 1956 by Prince Philip, the Duke of Edinburgh. It was set up for an organisation called the boys brigade. Since then it has grown to become an international Award which is tailored to each individual.

It allows the participant to demonstrate and prove their skills and abilities giving some the chance to overcome challenges. They have opportunities to help others or the environment. They will become more confident, motivated and self-sufficient, all of which will help any in any future employment or when applying to colleges or universities.

Completion of the Award will look good on a CV.

Your child will push themselves beyond what they thought they were capable of and along the way will make new friends or even build on existing relationships.



# Duke of Edinburgh Award Guiding principles

**Non-competitive**  
**Achievable by all**  
**Voluntary**  
**Personal development**  
**Personalised**  
**Balanced**  
**Achievement focused**  
**Demands 100% commitment**

**It must be fun and enjoyable**

You play a vital support role in their DofE journey and in this booklet you will find out how the Award levels work, why they are so important and what you can do to support your child make the most of this fantastic opportunity.

## Sections and timescales

For your Bronze programme there are four sections to complete:

### Volunteering

This is all about getting out there and making a difference by helping others, the environment or your local community.

### Physical

This is a chance to focus on your health and fitness.  
E.g. Play football, start climbing or have dance classes.

### Skills

Discover something that you're good at.  
Maybe you can get better at something you already do, or learn something new.

### Expedition

As part of a small team, you'll have an unforgettable experience getting to grips with the great outdoors.  
You will plan and train ready for an adventurous journey.





You need to do an activity for each of the sections below, over a set amount of time, to achieve your **Bronze Award**:



**Plus a further 13 weeks** in either the Volunteering, Physical or Skills section.

In total it will take 26 weeks to complete all three sections.

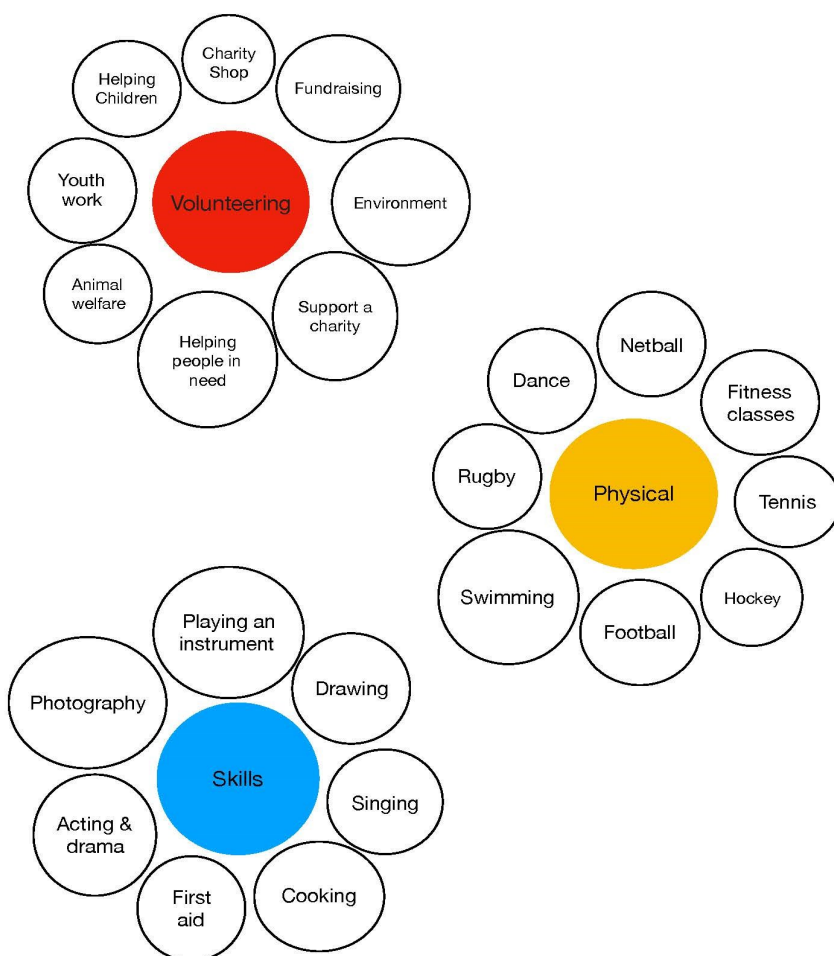
The Duke of Edinburgh Award is run across three Levels at Helston Community College.

**Bronze ( aged 13+ Year 9)**

**Silver ( aged 14+ Year 10)**

**Gold ( aged 16+ Year 12 and 13)**

Please note activities and timescales for Silver and Gold will differ from Bronze. Your child can still choose to do either level despite not having participated in a previous level. These details can be discussed with your child before enrolment.



## Activity Ideas

Create your own programme by choosing one activity from each section.

Please go to this website for a list of more activity ideas.

<https://www.dofe.org/do/ideas/>



# Activity Rules for Volunteering, Physical & Skill

1. Firstly an activity sheet must be filled in with at least 2 sections fully completed with all required details. **No activities are allowed to count unless they have first been approved by a leader and secondly uploaded onto the edofe site.** Participants will be shown how to log on in a training session by their DofE Leaders. **All activities can not start or be counted until 14th September 2020.**
2. Each activity will require a person to oversee your progress during your time chosen. This person is known as the assessor.
3. The assessor can not be related to the participant and they must be over 18.
4. The assessor needs to set an achievable goal with the participant at the start of the activity.
5. Activities must be completed in the participants own time and can not be done during curriculum lessons, there are exceptions if you pay for private music lessons during your school day.
6. The participant can not sign off an activity in a short period of time it must be spread over the chosen time period to show commitment.
7. Money can not be paid to the participant, for doing their activities.
8. Participants need to spend 1 hour a week on each activity. To keep track of how many sessions they have done, a record sheet will be handed to the participant for each section, which will need signing by the assessor or someone from the organisation after each session.
9. We will ask to see the record sheets during the year to monitor how the participant is doing with their award.
10. The good thing about the DofE award, you can count something you may already be doing or you could start something new as long as it is shown on the list of allowed activities. Some of these ideas are in this booklet or for a full list please go to <https://www.dofe.org/do/ideas/> all sections ideas list.
11. Some activities can be completed from home instead of at a club or organisation, in this case evidence will need to be collected during each session. This **must** be uploaded onto the participants edofe area following the activity unless they are making a scrapbook or similar in which case it will need to be shown to the leader at the end of the activity before the section is accepted as completed. It is imperative it kept up to date throughout the time scale. If evidence is not shown for an activity completed from home, we will not be allowed to accept this section as completed.
12. An app such as Strava or Fitbit, must be used for activities such as running or cycling to record the journey for each session. A screen shot of the session will need to be uploaded online to the participants eDofE area following the activity.
13. At the end of the time period chosen for an activity, an assessors report will need to be written by the person overseeing the activity and this report will need to be uploaded to the participants eDofE area. It is essential this is done within 2 weeks of finishing the activity.



# eDofE Website

When a participant signs up to do their DofE Award, they will receive a welcome pack and booklet explaining the Award including a list of activities and a login for a site called <https://www.edofe.org>.

eDofE, is a site designed for the participant to log their activities with DofE Head Office and makes it easier for a leader to manage the participants award electronically.

The participant can also do the following;

- Upload evidence to each of their sections in various formats.
- Communicate with their leader to ask questions.
- Access a resources area of material used in the participants training and their Award.

Everything the participant uploads or inputs into this site, does require the leader to accept it before it can go live.

An assessor report will need to be uploaded to each of the sections at the end of the time period chosen for the activity to be completed online.

This site is an integral part of the participants Award and if we find the participant is not keeping up to date with this system or with their paperwork, we reserve the right to hold the participant from taking part on their planned expeditions.

This system is accessible from any web browser, on a phone, computer or tablet.

If you have a smart phone, download the **eDofe app** to record your progress on the go. The Dofe has already helped millions of young people to learn, grow and stand out from the crowd and now its' your child's turn.

See what top UK employers say about the Dofe award at <https://www.dofe.org/lifezone>.



# Our expectations

Running the DofE Award is not our main job at Helston Community College and those that assist in delivering the award are volunteers.

We ask that all participants remain 100% committed to their award.

We do not tolerate silly behaviour or accept bullying to a fellow participant, if we find this is happening, this person will be removed from the award.

Participants must listen and follow all instructions. If we find this is not happening we will contact home and if it continues, we reserve the right to remove the participant from taking part.

## Our behaviour rules are as follows:

- A verbal warning will be given.
- If disruption continues the participant will be asked to leave the room and the parent/ carer will be informed.
- The participant will be allowed to return to the next session but must make up for lost time.
- If the participant has to be spoken to again then unfortunately they will be removed from the programme.
- Participants must keep their record sheets and online profiles up to date including getting their assessor to write their reports by no later than two weeks after finishing a section. If there is a problem doing this, the participant must inform their leader.
- If the participant does not keep their award up to date we will hold them from taking part on their expeditions as planned.
- **We ask that your children do not attend sport fixtures or any other clubs instead of their DofE training sessions.**
- If any training is missed due to illness, it is the participants responsibility to find their leader when they return back to school to arrange a time to catch up. If a participant misses sessions consistently, we will hold the participant from taking part on the expeditions due to health and safety.



# Training and expedition section

## Bronze DofE training dates

All training will be in the South Site Main Hall.

Wednesday 24th June 2020 (**Enrolment forms to be emailed to Mr Semmons and first payment needs to be paid**)

From April - September 2020 (**Deadline for activity sheets to be emailed to Mrs Greig**)

Monday 14th September 2020 (3.30pm – 4.30pm) (**eDofE sessions**)

Sunday 17th January 2021 (9.00am – 1.00pm) (**First aid training**)

Monday 25th January 2021 (3.30pm – 4.30pm) (**Expedition Training starts**)

**Other Monday session dates will be emailed out after Christmas for the rest of 2021**

## Important Rule

**eDofE profiles will need to be kept up to date before the expeditions for your child to be eligible to take part.  
Your cooperation in making sure this happens is imperative.**

## Expeditions

Bronze practice expedition Sat 15th -Sun 16th May 2021, **Helston and Lizard Area.**

Bronze Assessed expedition Sat 18th – Sunday 19th September 2021, **Penwith Moors and Coastal Area.**

**Please can you have a look at these dates, if there is an issue, please can you let us know.**

## Expedition section

Participants will need to train and complete a two day walking expedition, in a coastal and countryside environment. A one day walk and overnight camp, on a campsite will be completed as a practice, to prepare the participants before undertaking an assessed expedition.

The training required to do these expeditions will be:

- **Countryside code.**
- **Basic map reading and navigation skills.**
- **Basic first aid Camp craft skills.**
- **Expedition kit requirements and how to pack a rucksack.**
- **Expedition food and cooking.**
- **Hazards on a route.**

We provide all the training on a Monday night after school in the south site hall except the first aid session, which will take place on the 17th January 2021 . At our first session, we will ask the participants to get themselves into groups of no more than seven, which will be their team throughout the award. We leave this to the participants unless we need to step in.





## Supervision

During the expeditions, we remotely supervise each team taking part. We will remain close to your children along their route and we will see participants during the day to give water and check on their health and wellbeing, if needed we can step in quickly to assist. We do stay on the campsite overnight with your children.

## Expedition Kit

Your child will be required to carry all their kit in a rucksack, a list is available in this booklet, on google classroom and also in the resources section on your child's eDofE area. We advise participants to borrow kit where possible.

A voucher is available from your child's eDofE site which they can download and use in camping stores. Most stores give 10% - 15% discount for DofE participants, they may ask to see your child's eDofE book as proof before the sale is made.

We do have a DofE kit store at the College with limited amount of tents and stoves which we can hire out for a small fee. These will need to be booked and paid for a week before the expedition.

## Kit List

- 65 litre rucksack with adjustable straps for comfort. It should have a rain cover to keep the bag dry
- Walking Boots with ankle support. Please make sure they are worn in before the expedition to prevent possible blisters.
- 2 x cotton T-Shirts or breathable one.
- 2 x fleeces. Micro ones are best (no jumpers/ hoodies)
- 2 x walking trousers or leggings from a walking/camp store. (no jeans, shorts, jeggings, yoga pants. We can accept jogging bottoms but not fleece type)
- 2 x walking socks
- Waterproof jacket with hood (pac a mac's at Bronze only)
- Waterproof Over Trousers. These will keep your walking trousers dry when it is raining
- Woolley hat
- Sun hat
- Warm gloves
- Sunglasses (optional)
- Walking gaiters (optional)



## Kit List- emergency items

- Whistle
- Pencil and notebook
- Small personal first aid kit (needs to contain enough items to use during an emergency as well as personal medicines. Please inform by letter any medication your child is prescribed by a Doctor. Our Leaders will need spare medication in case your child loses theirs)
- Torch or head torch with spare batteries.
- 2 x 1 litre water bottles or a 2ltr hydration bladder. (No plastic shop bought water bottles are allowed)
- Box of matches and a lighter for backup.
- Expedition food (a menu will be required to be filled in prior to the expedition, foods will not need to be shown at the kit check)

## Group Items

- 2 x mobile phones (only for emergency use only - they will be sealed in a bag, taped and handed back to your child)
- 2 - 3 man tent. ( divided between those sharing it)
- portable stove eg: Trangia - only self sealing gas or methylated spirit / gel burners stoves are allowed. We will supply the meths in a fire retardant bottle.
- Brillo washing up pads -essential to clean all pans.
- Tea towel
- Spare plastic bags to collect rubbish
- Travel alarm clock (students responsibility to wake the group in the morning)
- Suncream
- 2 x watches

## Camping and personal items

- Sleeping bag in a rubble bag (the warmer the better, as temperatures drop at night, you can also bring a liner if you need one)
- Sleeping roll mat wrapped in a rubble bag
- Plate, mug, cutlery or spork ( preferably plastic or metal)
- Personal hygiene wash gear ( micro towels are really good)

**Rucksacks must be lined with a liner or rubble bag. Inside this, all items should be grouped, wrapped and sealed using rubble bags, freezers bags or dry sacks.**

Participants will have a kit check for the practice as well as the assessed expedition.

Rucksacks must be packed as it would be on the day of the expedition.

**Any question about kit or the kit list, please contact Mr Semmons, Dofe Manager.**



# Payments

We use parent pay to receive payments for DofE. We will pass your child's name to our Accounts department to put their names onto the Parent Pay system for Bronze DofE so it is ready for you to make the first payment, which is due by **Wednesday 24th June 2020**.

Please make payment and then hand in the enrolment form. We can not accept the form before hand.

If we do not receive the enrolment form or payment for your child by the first payment date, we will unfortunately remove your child's name from our list.

If you need help with Parent Pay, please do not hesitate to contact our Accounts department at the College.

**Please note all payments are non refundable.**

## Bronze DofE, Payment dates 2020 - 2021

**Wednesday 24th June 2020 - £30**

**Wednesday 7th October 2020 - £30**

**Wednesday 3rd February 2021 -£30**

**Wednesday 3rd June 2021 - £20**

**If you find you are unable to make a payment for any reason, please contact Mr Semmons.**

At Helston Community College, we aim to be as equitable as possible. There is funding available for households who require assistance, subject to review. If you think you may be eligible for funding, please contact Mr Semmons.

## Francesca's Story

"I have learnt more about myself from being on DofE expeditions than any other course I have been on. I still smile thinking about the times I spent on Bronze, Silver and Gold expeditions - the memories are so precious to me.

The DofE requirement for skills steered me towards volunteering as a teacher, learning Archery, and for my residential (Gold Award) I travelled to Peru for a month to help rural communities, before trekking to Machu Picchu and Lake Titicaca. I have made life long friends and some special memories.

I have always wanted to be an actor and knowing my strengths and weaknesses from challenges like DofE made me grow as a person; I now understand myself better. My Gold Award Ceremony was a truly special event and it was an honour. Another honour was meeting Russell Tovey, our guest speaker, who gave me many tips on how to thrive in the acting world."





