



SOUTH EAST

Further copies of this form may be downloaded from the website: www.dofe.org



Edgbarrow School – Bronze Award

MEETING IN THE GYM – 14TH NOVEMBER – 3-30PM-5PM

Combined programme planner – please bring this with you

Before logging on to eDofE you need to decide what volunteering, skills and physical activities you would like to participate in. **Fill out this sheet first** then use it to help you complete your eDofE profile at www.eDofE.org. You need to do one section for 6 months and the other 2 for 3 months. Evidence can be backdated to 1st September if the activity was already being undertaken.

<p>Volunteering (must be for a charity or “Not For Profit” organisation)</p> <p>Name of activity:</p>	<p>How long will this section be? (3 or 6 months)</p> <p>Start date:</p> <p>Finish date:</p>	<p>Where will you do your activity?</p> <p>What do you want to achieve?</p>	<p>Who will support and assess you?</p> <p>Name:</p> <p>Position:</p> <p>Tel:</p> <p>Mob:</p> <p>Email:</p>
<p>Physical</p> <p>Name of activity:</p>	<p>How long will this section be? (3 or 6 months)</p> <p>Start date:</p> <p>Finish date:</p>	<p>Where will you do your activity?</p> <p>What do you want to achieve?</p>	<p>Who will support and assess you?</p> <p>Name:</p> <p>Position:</p> <p>Tel:</p> <p>Mob:</p> <p>Email:</p>
<p>Skills</p> <p>Name of activity:</p>	<p>How long will this section be? (3 or 6 months)</p> <p>Start date:</p> <p>Finish date:</p>	<p>Where will you do your activity?</p> <p>What do you want to achieve?</p>	<p>Who will support and assess you?</p> <p>Name:</p> <p>Position:</p> <p>Tel:</p> <p>Mob:</p> <p>Email:</p>

Make a note of your username here..... Your password is your date of birth in this format > ddmmyyyy.
When you first log in it will ask you to change this password, make sure you make note of your new password or use something you will remember, like the password you use for other online accounts.

Once into your account please click on each of the sections and enter in the requested information, remember to hit ‘submit’ at the bottom of the page when you’re done!

PLEASE READ IMPORTANT NOTES OVERLEAF

NOTES:

This is important information, please make sure you read through this before filling in the form. All activities should be unpaid/voluntary and take place outside normal school lesson time:

Volunteering: If your volunteering is for a company then that company must be a Charity or Non-profit making organisation.

Physical: Check the list online to make sure your chosen activity is acceptable. If you are still not sure...ASK.

Skill: Again, check the list, confusion arises when you plan to do a physical activity as your skill so please check before you start.

If you don't get the above correct you may waste 3 or 6 months which you will need to do again.

MINIMUM REQUIREMENTS FOR PROOF :

For EACH section you will need, at the very least :

- **ACTIVITY LOG / DIARY**– detailing the date, duration and summary of each session (at least 1 hr per week). You cannot do 5 hours one week then nothing for a month then another 5 hours, it must be regular and progressive. Some leeway is permitted for holidays etc where you may need to make up a couple of hours. 3 months needs a minimum of 12 entries, 6 months requires 24. This log must be signed, usually by the assessor, coach/teacher or a parent indicating that you have attended each session. Activity Log sheets can be downloaded from the school D of E page.
- **ASSESSORS REPORT** - On completion of the allotted time your assessors should write a final report which should state the start and finish dates of the section, confirm your weekly attendance and summarise the activity and the progress you have made in it. It should be signed and dated by the assessor. Assessors can submit their reports through the dofe.org website or it can be a handwritten report that you photograph/scan and hand in.

Any additional evidence such as photos that show participation are welcomed. Document evidence is easier for us to check if it is uploaded as a photo rather than a PDF Scan. Please make sure that the resulting image is readable otherwise we cannot approve the section.