

**YOUTH
SERVICE**

**Inspire
Enable
Achieve**



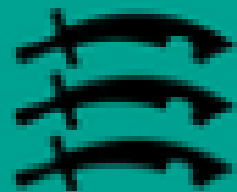
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of

THE DUKE
OF EDINBURGH'S
AWARD

ONBOARDING INFORMATION PACK



**YOUTH
SERVICE**



Essex County Council

Part 1

The Duke of Edinburgh's Award



Prince Edward
HRH The Duke of Edinburgh

The Duke of Edinburgh's Award is the world's leading achievement award for young people. We are a charity. We aim to create a world where young people can reach their full potential whatever their circumstances.

We support over 286,000 young people every year, including 62,000 from disadvantaged backgrounds.

Taking part in a DofE programme builds confidence and develops self-esteem. It requires persistence, commitment and has a lasting impact on the attitudes and outlook of all young people who do their DofE.

A DofE programme benefits not just the young people taking part but also the wider community.

By doing their DofE programme, young people are engaged in a framework of positive activities. They can improve their existing skills, develop key skills and learn practical skills for the workplace.

A DofE Award recognises qualities such as reliability, commitment, decision-making, planning, communication, leadership, resilience and the ability to work as part of a team.

These outcomes are valued by employers and educational establishments. Young people who have completed their DofE programme and achieved an Award develop their self-confidence and motivation to pursue personal and professional goals well into adulthood.

Our ethos is to give every young person between the ages of 13 and 24 a chance to access a DofE programme, regardless of any barriers.

What is a DofE Programme ?

Anyone between the ages of 13 and 24 can take part in a balanced programme of activities that develop the whole person - mind, body and soul - in an environment of social interaction and team working.

A DofE programme has three progressive levels which, when successfully completed, lead to either a **Bronze**, **Silver** or **Gold** Duke of Edinburgh's Award.

There are four sections at **Bronze** and **Silver** level and five at **Gold**:

- **Volunteering:** undertaking service to individuals or the community.
- **Expedition:** planning, training for and completion of an adventurous journey in the UK or abroad.
- **Skills:** developing practical and social skills and personal interests.
- **Physical:** improving in an area of sport, dance or fitness.
- At **Gold** level, participants must do an additional fifth **Residential** section, which involves staying and working away from home undertaking a shared activity

See www.DofE.org for more on DofE programmes

Achieve an Award

A DofE programme is personalised and individualised. Young people agree the outcomes they will work towards over the duration of their programme. Young people will achieve a Duke of Edinburgh's Award if they demonstrate persistence, commitment and personal development. DofE does not require a portfolio or exam to evidence this; every section can be signed off as completed once a suitable Assessor is satisfied that the young person has shown personal progress.

What a young person has to do –levels and timescales

Depending on a participant’s age, they are free to start at any level **but must complete all activities before their 25th birthday**. The tables below show the minimum timescales required to complete each level and section. A participant needs to show regular activity at reasonable intervals during this time.

BRONZE

Volunteering	3 months	<i>PLUS a further 3 months in the Volunteering, Physical or Skills section.</i>
Physical	3 months	
Skills	3 months	
Expedition		2 days 1 night



Year 9
(Academic year in which they turn 14)




Year 10
(Academic year in which they turn 15)



SILVER

Volunteering	6 months	<i>Direct entrants must do a further 6 months in the Volunteering, or the longer of the Physical or Skills sections.</i>
Physical	one section for 6 months, the other for 3 months	
Skills	one section for 6 months, the other for 3 months	
Expedition		3 days 2 nights



GOLD

Volunteering	12 months	<i>Direct entrants must do a further 6 months in the Volunteering, or the longer of the Physical or Skills sections.</i>
Physical	one section for 12 months, the other for 6 months	
Skills	one section for 12 months, the other for 6 months	
Expedition		4 days 3 nights
Residential		5 days 4 nights

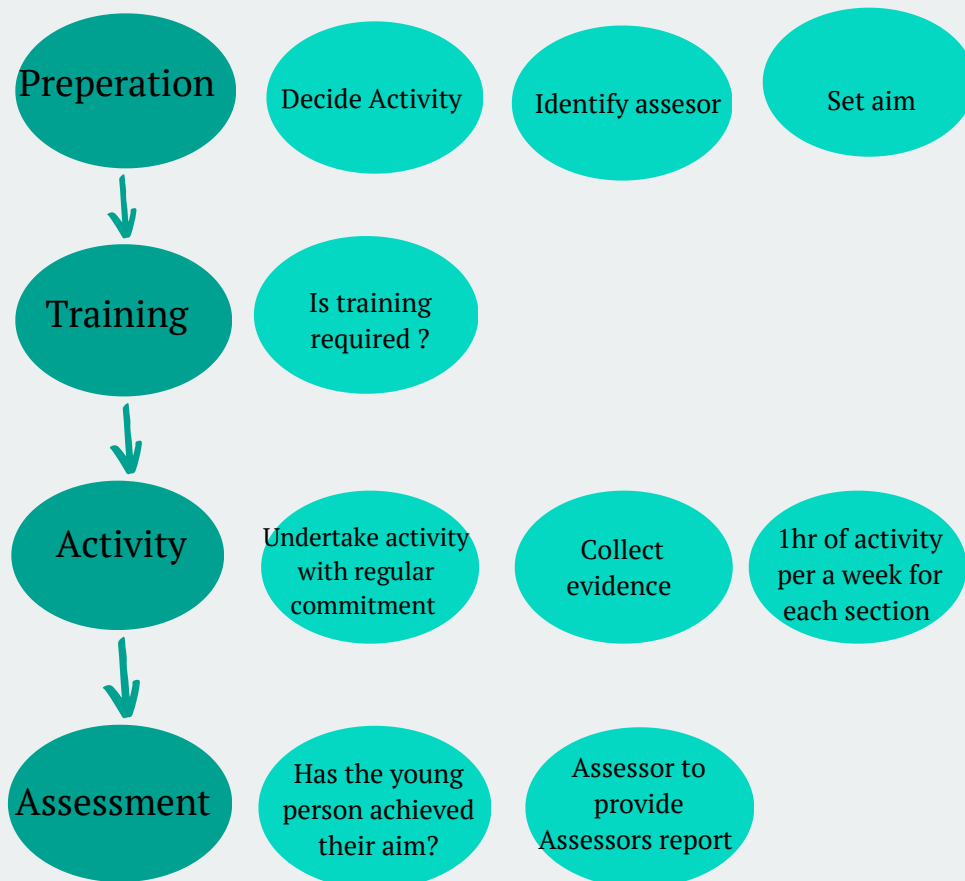


16 Years Old



Volunteering, Physical, Skills and Residential sections

These activities should be undertaken during a young person's free time. Activities may take place at the school/centre or elsewhere but all activities must be agreed in advance by a Leader. Young people must be able to identify an adult to assess them. This flowchart gives an overview of the steps involved for a young person to complete their DofE.



The Expedition

Licensing through Essex county council you will either deliver the Expedition section in house using your own staff and volunteers or you may outsource this section. Guidance on this is available from Dofe@essex.gov.uk

The DofE has Approved Activity Providers (AAPs) across the UK who can support the delivery of the Expedition section. A list of current AAPs can be found at www.DofE.org/run/aap/
Visit <https://www.dofe.org/dofewithadifference/> for current variations.

Preparation and Training

Participants plan an expedition. This includes deciding on team members, aim, how they will travel and the environment they intend to travel through. Expeditions may be undertaken by foot, bicycle, sailing boat, canoe, kayak, wheelchair or horseback.

Participants undergo training in expedition skills and their chosen mode of travel.

Practice expedition

Participants must undertake sufficient practice to enable them to travel safely and complete their qualifying expedition. This may be waived at Bronze level only

Qualifying expedition, debrief and presentation

Once prepared, participants undertake their expedition, which will be observed by their Accredited Assessor. On completion they will be briefed by their Assessor and then prepare and give a presentation, in any medium, on their expedition which covers their aim, experiences and outcomes.

Level	Duration	Minimum hours of planned activity each day
Bronze	2 days and 1 night	At least 6 hours during the daytime (at least 3 of which must be spent journeying)
Silver	3 days and 2 nights	At least 7 hours during the daytime (at least 3½ of which must be spent journeying)
Gold	4 days and 3 nights	At least 8 hours during the daytime (at least 4 of which must be spent journeying)

Assessment

The Accredited Assessor should provide their report for DofE following the qualifying expedition.

All expeditions must meet the DofE's expedition requirements. These can be found at <https://www.dofe.org/expedition-requirements/>

Welcome Packs

All young people who enrol on a DofE Award will receive a Welcome Pack. These award packs will be purchased through Essex County Council DofE and ECC will create the participants eDofE account.

A Participation Place includes:

- Participants' Handbook—a booklet telling participants about DofE programmes and what they need to do;
- Assessor Guidance Notes and Assessor's Report Cards in a perforated booklet. These are cards that participants can hand to their Assessor which outlines the section, what they have to do, for how long and what the Assessor needs to do and how.;
- Parents' information leaflet;
- Certificate and badge upon completion (to be ordered separately).

Shortly after signing up, participants receive a DofE Discount Card in the post which includes a discount off all purchases at Go Outdoors, Blacks, Millets, Tiso and Ultimate Outdoors stores. Young

eDofE

eDofE is an online system that helps young people to manage and record their DofE programme and allows for Leaders to monitor their progress.

Participant

Complete Programme Planner



Uploads evidence including Assessor's Report



Submit section for approval

Leader

Check and approve Programme Planner



Check and approve evidence



Check and approve section



Once last section is complete, an Award Verifier checks and approves Award

School Ages and the DofE – Earliest Enrolment and Completion

In order to make DofE available to as many young people as possible and to enable them to complete with friends and peers, this chart will help you plan the best experience possible for your Centre.

	Enrolment	DofE Session Delivery	Expedition	Earliest Completion
Year 9 Youngest pupil will be 13 Oldest pupil will be 14	September-October Start enrolment of Bronze participants onto eDofE	September – February eDofE session ,Programme planning and expedition training	March- August	April -After completion of Expedition - earliest Year 9 enrolments can officially complete their Bronze DofE.
Year 10 Youngest pupil will be 14 Oldest pupil will be 15	September-October Start enrolment of Silver participants onto eDofE	September – February eDofE session ,Programme planning and expedition training	March - August	March -On completion of Expedition, earliest Year 10 non-Direct enrolments can officially complete their Silver DofE.
Year 11 Youngest pupil will be 15 Oldest pupil will be 16	September – October Start enrolment of Gold participants (as long as they are 16)	September – February eDofE session ,Programme planning and expedition training	March- August Gold practice and qualifying expedition opportunity for those who meet the age criteria. Gold participants must still be 16.	September -Earliest the youngest direct entrant participant can complete their Silver DofE (i.e. 12 months later to allow for longer Direct section).
Year 12 Youngest pupil will be 16 Oldest pupil will be 17	September – October Youngest student is now 16 and eligible to enrol for Gold.	September – February eDofE session ,Programme planning and expedition training	September- October And March to August	August - Earliest the youngest Gold non-direct entrant can officially complete their Gold DofE (i.e. their 17th Birthday).
Year 13 Youngest pupil will be 17 Oldest pupil will be 18				March -Earliest the youngest Gold direct entrant participant can officially complete their Gold DofE (i.e. age 17½).
Futher Guidance	<ul style="list-style-type: none"> - A non-direct entrant is a participant who has completed the previous level; a direct entrant is a participant who has not completed the previous level. - Backdating sections: It is possible to backdate one section by three months for Gold level only provided the participant was 16 at the start of the activity. It is not possible to backdate a section at Bronze and Silver. -Although Bronze and Silver levels can enrol in school years, participants must be 16 before they are able to start a Gold programme. - Participants must have completed a section at the previous level before they can be enrolled at the next level. 			

Operating through a Local Authority

Essex County Council

What do we provide

- Administration support for provision of places - Welcome packs, eDofE set up, production of certificated
- Expert support and guidance from the DofE Manager and local Field Officer
- Independent verification of awards
- Provision and/or support of appropriate training
- Access to equipment in your quadrant dependant on availability
- Regular check of Award Expeditions for safety and expedition requirement

What Is required from you

Staffing

- Appoint a DofE Leader who will be the contact between the centre and Essex Council
- Maintain sufficient staffing to run DofE
- All appointed DofE staff will attend a 'Introduction to DofE Course'
- DofE Leader will meet with their Field officer once a term

Establishment

- Will support the delivery of the DofE
- Will commit to a 70% completion rate of the DofE award
- Will celebrate success by planning award ceremonies in their school or local area

Cost to operate through Essex County Council

- DofE Groups with 0-49 new enrolled participants (Zero enrolments in a year would feature here) -£300
- DofE Groups with 50+ new enrolled participants- £600
- DofE Groups which are community/voluntary Groups with a partnership agreement with ECC- £200

There is a £10 charge on each registration which has a cap. The total cost for the licence and admin fees will not exceed £1000.

Cost of enrolment

The cost to enrol onto a DofE programme for 2024/25 is:

Bronze £38

Silver £38

Gold £45

This includes a £10 admin fee

Cost of provision of activities

The cost of activities will depend on what young people choose for each of their sections. With such a wide range of activities that can be counted towards different sections of a DofE programme, there is often no need for young people to be absorbing costs associated with their activities.

The cost of enrolment includes:

- Participant's Welcome Pack
- eDofE account
- Participant's Discount Card
- Certificate and badge upon completion
- Gold Award Presentation upon completion of a Gold Award, held at St James's Palace in presence of a member of the Royal Family
- Limited personal accident insurance covering a participant whilst undertaking DofE activities.
- The DofE recognises that young people may experience financial barriers to participation. Where this is identified, Essex county council may be able to allocate fully subsidised Participation Places to young people at their discretion.

Expeditions

There are costs associated with the delivery of the Expedition section. Over time, Schools often look to procure a supply of group expedition equipment, including tents, stoves compasses or maps etc. Additional costs normally incurred by participants include personal equipment such as walking boots, waterproofs etc., transport costs to expedition areas, camping fees and food.

The DofE has Approved Activity Providers (AAPs) across the UK- which can run the expedition for the school or individuals this often accrues higher cost to participants.

Price of licence - examples

Enrolled 29 participants

Licence fee (0-49 fee) = £300

Admin fee for books $\text{£}10 \times 29 = \text{£}290$

Total paid = 590

Enrolled 62 participants

(a) Licence fee (50+ fee) = £600

(b) Admin fee for books $\text{£}10 \times 62 = \text{£}620$

$a+b = \text{£}600 + \text{£}620 = \text{£}1220$

Total fee per year capped at £1000

Saving of £220

Enrolled 100 participants

(a) Licence fee (50+ fee) = £600

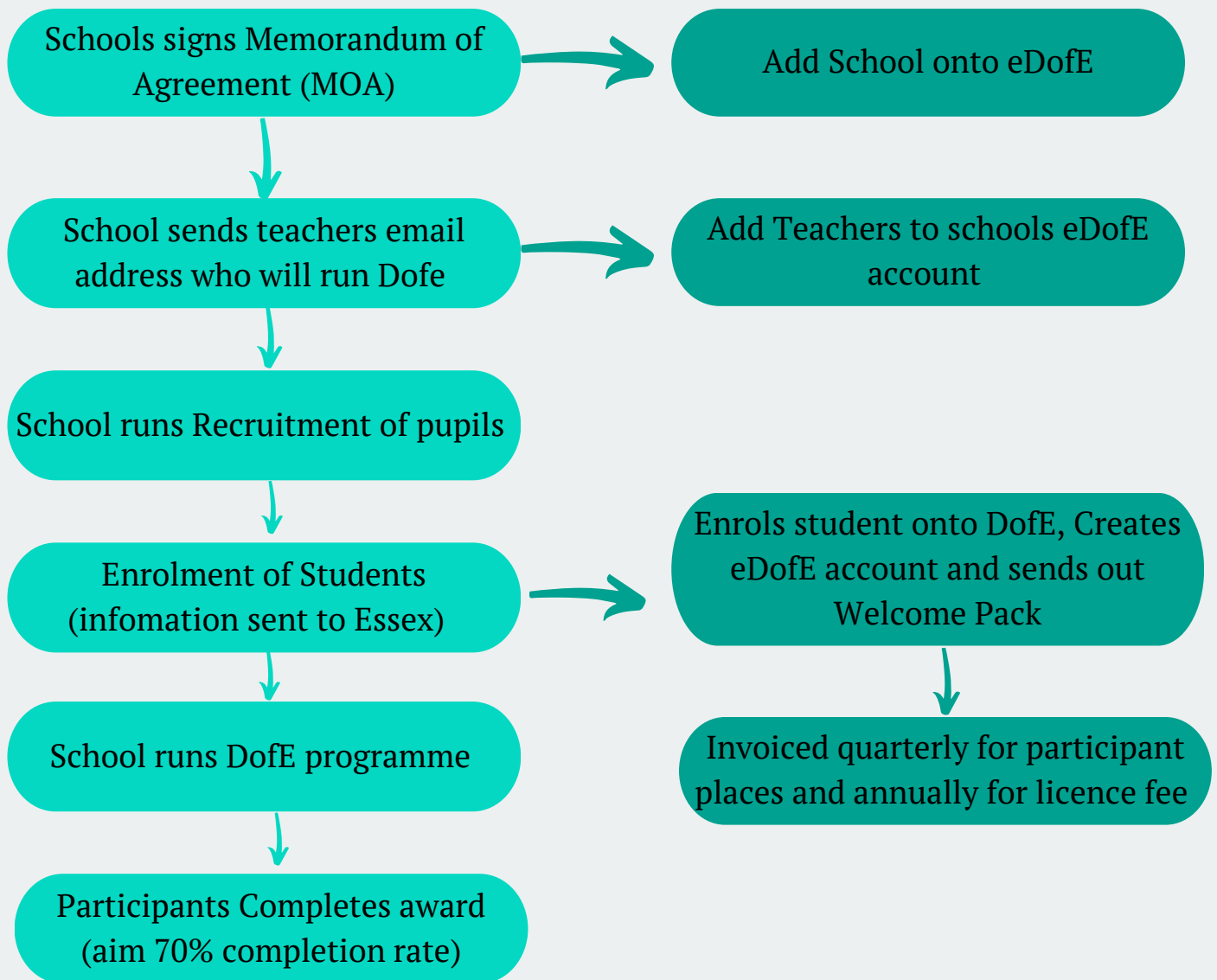
(b) Admin fee for books $\text{£}10 \times 100 = \text{£}1000$

$a+b = \text{£}600 + \text{£}1000 = \text{£}1600$

Total fee per year capped at £1000

Saving of £600

Onboarding Process



Expeditions Assistance

We can provide you with as much or as little assistance with your expedition as you required. Depending on what you require there may be additional costs, to find out about the cost behind our expedition assistance please get in contact with us

We can do it All

This would include running a Expedition training day, Practice expedition and Assesed expediton including any kit required

Just the Expeditions

We can supply staff and help run just the expeditions and leave the training to you

Supply Assessors

We can supply assesors to assess your teams

Supply Kit

We can supply kit for your expedition * this is subject to demand

Completely self sufficient

No help need from ECC DofE
(no additional fee from ECC)

The DofE Award Bursary

The Essex County Council (ECC) Duke of Edinburgh's Award bursary is available to support DofE participation in schools operating The DofE Award under the ECC DofE licence and Open Award Centres throughout Essex. This bursary supports the guiding principle of the DofE Award being achievable by all, by supporting disadvantaged young people and those with additional needs.

For young people who enrol on The DofE Award, a discount of up to 30% can be applied to the total cost of the practice and qualifying walking expedition. Successful bursary places are subject to availability. The bursary is available to young people satisfying the following eligibility criteria:

**The home address of the participant is within an area designated by the government Indices of Multiple Deprivation (IMD) of 1, 2 or 3. Or
The participant has declared themselves as having a disability. Or
The participant is a child in care. Or
In receipt of free school meals and pupil premium**

Please check your IMD score prior to applying: <http://imd-by-postcode.opendatacommunities.org/>

How to apply:

**Please complete the following form
<https://forms.office.com/r/PwTeWJAUqP>**

Decision process:

The decision is made by the ECC DofE County Coordinator. The expedition bursary can be applied for prior to enrolling on a DofE Award and prior to payment of the expedition costs. The bursary cannot be applied for retrospectively after payment for either the practice or qualifying walking expedition is made.

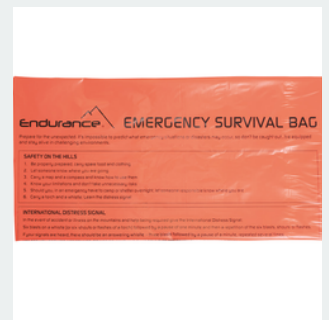
Expedition Kit Starter Bundles

Access expedition is a kit provider which is designed specifically to be high quality, durable and affordable group kit . We have been in contact with Access Expeditions and organised 4 kit bundles which would be all group kit a school would need to start running DofE expeditions. Extra items may be needed depending on what you want to supply the participants as this is not cover all kit required for DofE.

All bundles include : 2 and 3 person Tents, Rucksacks, Stoves, Gas , First aid kits, Compasses and Survival bags. Details on what kit and amounts can be found in Appendix 1-4 . *Prices are correct at time of printing .

Access Expeditions website www.accesskit.co.uk

	Bundle Price (Excluding VAT)	Bundle Pice (Including VAT)	List price (excluding VAT)
For 10 participants	£1807.20	£2,156.40	£2,777.31
For 20 Participants	£3,388.02	£4,053.75	£5,362.25
For 30 Participants	£4,919.48	£5,891.75	£7,947.19
For 50 Participants	£8,350.88	£9,997.80	£13,496.00



Appendix 1- 10 person Bundle

Quotation

Date: 05 August 2022

Quotation No.
601010

Web order No.

Account ref.
ESSE1010

Customer ref.
10 STUDENT GRO

Code	Description	Qty	List Price (ex vat)	% Disc	Group Price (ex vat)	Group Price Total	VAT %
TE3126	Endurance Tent Altitude 200	2	£258.33	31%	£179.00	£358.00	20%
TE3125	Endurance Tent Altitude 300	2	£283.33	32%	£194.00	£388.00	20%
OK4164	Endurance Stove Lava 400 with Gas Burner	4	£116.67	45%	£64.00	£256.00	20%
OK3471-PK24	Endurance Gas Cartridge - Medium 230g - Pkg. 24	1	£125.71	35%	£81.60	£81.60	5%
CP1744	Silva Compass Ranger	4	£23.32	36%	£14.90	£59.60	20%
RU3440	Endurance Rucksack Quest 65	7	£87.50	34%	£58.00	£406.00	20%
RU3441	Endurance Rucksack Quest 65s	3	£87.50	34%	£58.00	£174.00	20%
SS3858PK50	Endurance Survival Bag [Pack 40]	1	£66.66	40%	£40.00	£40.00	20%
SS3818	Endurance First Aid Kit - Group	2	£33.33	34%	£22.00	£44.00	20%

List Price	£2,777.31
Group Discount	-£970.11
Group Discount %	34.93%
0% extra bulk discount (over £2000 only)	£0.00
Subtotal	£1,807.20
VAT	£349.20
Total	£2,156.40

Quotation is valid for 30 days from date of quotation

Please note: **Terms and Conditions of Business** apply to all contracts. See
<https://accesskit.co.uk/terms-and-conditions/>

Appendix 2- 20 person Bundle

Quotation

Date: 05 August 2022

Quotation No.

601011

Web order No.

Account ref.

ESSE1010

Customer ref.

20 STUDENT GRO

Code	Description	Qty	List Price (ex vat)	% Disc	Group Price (ex vat)	Group Price Total	VAT %
TE3126	Endurance Tent Altitude 200	4	£258.33	31%	£179.00	£716.00	20%
TE3125	Endurance Tent Altitude 300	4	£283.33	32%	£194.00	£776.00	20%
CK4164	Endurance Stove Lava 400 with Gas Burner	8	£116.67	45%	£64.00	£512.00	20%
CK3471-PK24	Endurance Gas Cartridge - Medium 230g - Pk. 24	1	£125.71	35%	£81.60	£81.60	5%
CP1744	Silva Compass Ranger	8	£23.32	36%	£14.90	£119.20	20%
RU3440	Endurance Rucksack Quest 65	14	£87.50	34%	£58.00	£812.00	20%
RU3441	Endurance Rucksack Quest 65s	6	£87.50	34%	£58.00	£348.00	20%
SS3858PK50	Endurance Survival Bag (Pack 40)	1	£66.66	40%	£40.00	£40.00	20%
SS3818	Endurance First Aid Kit - Group	4	£33.33	34%	£22.00	£88.00	20%

List Price	£5,362.25
Group Discount	-£1,869.45
Group Discount %	34.85%
3% extra bulk discount (over £2000 only)	-£104.78

Delivery charge	£0.00
Subtotal	£3,388.02
VAT	£665.73
Total	£4,053.75

Quotation is valid for 30 days from date of quotation

Please note: **Terms and Conditions of Business apply to all contracts.** See
<https://accesskit.co.uk/terms-and-conditions/>

Appendix 3- 30 person Bundle

Quotation

Date: 05 August 2022

Quotation No.

601012

Web order No.

Account ref.

ESSE1010

Customer ref.

30 STUDENT GRO

Code	Description	Qty	List Price (ex vat)	% Disc	Group Price (ex vat)	Group Price Total	VAT %
TE3126	Endurance Tent Altitude 200	6	£258.33	31%	£179.00	£1,074.00	20%
TE3125	Endurance Tent Altitude 300	6	£283.33	32%	£194.00	£1,164.00	20%
OK4164	Endurance Stove Lava 400 with Gas Burner	12	£116.67	45%	£64.00	£768.00	20%
OK3471-PK24	Endurance Gas Cartridge - Medium 230g - Pk. 24	1	£125.71	35%	£81.60	£81.60	5%
CP1744	Silva Compass Ranger	12	£23.32	36%	£14.90	£178.80	20%
RU3440	Endurance Rucksack Quest 65	20	£87.50	34%	£58.00	£1,160.00	20%
RU3441	Endurance Rucksack Quest 65s	10	£87.50	34%	£58.00	£580.00	20%
SS3858PK50	Endurance Survival Bag (Pack 40)	1	£66.66	40%	£40.00	£40.00	20%
SS3818	Endurance First Aid Kit - Group	6	£33.33	34%	£22.00	£132.00	20%

List Price	£7,947.19
Group Discount	-£2,768.79
Group Discount %	34.84%
5% extra bulk discount (over £2000 only)	-£258.92
Delivery charge	£0.00
Subtotal	£4,919.48
VAT	£972.27
Total	£5,891.75

Quotation is valid for 30 days from date of quotation

Please note: **Terms and Conditions of Business apply to all contracts.** See
<http://aceskit.co.uk/terms-and-conditions/>

Appendix 4- 50 person Bundle

Quotation

Date: 05 August 2022

Quotation No.

601013

Web order No.

Account ref.

ESSE1010

Customer ref.

50 STUDENT GRO

Code	Description	Qty	List Price (ex vat)	% Disc	Group Price (ex vat)	Group Price Total	VAT %
TE3126	Endurance Tent Altitude 200	10	£258.33	31%	£179.00	£1,790.00	20%
TE3125	Endurance Tent Altitude 300	10	£283.33	32%	£194.00	£1,940.00	20%
CK4164	Endurance Stove Lava 400 with Gas Burner	20	£116.67	45%	£64.00	£1,280.00	20%
CK3471-PK24	Endurance Gas Cartridge - Medium 230g - Pk. 24	2	£125.71	35%	£81.60	£163.20	5%
CP1750	Access Compass Education Pack Ranger	1	£652.96	36%	£417.20	£417.20	20%
RU3440	Endurance Rucksack Quest 65	33	£87.50	34%	£58.00	£1,914.00	20%
RU3441	Endurance Rucksack Quest 65s	17	£87.50	34%	£58.00	£986.00	20%
SS3858PK50	Endurance Survival Bag [Pack 40]	2	£66.66	40%	£40.00	£80.00	20%
SS3818	Endurance First Aid Kit - Group	10	£33.33	34%	£22.00	£220.00	20%

List Price	£13,496.00
Group Discount	-£4,705.60
Group Discount %	34.87%
5% extra bulk discount (over £2000 only)	-£439.52
Delivery charge	£0.00
Subtotal	£8,350.88
VAT	£1,646.92
Total	£9,997.80

Quotation is valid for 30 days from date of quotation

Please note: **Terms and Conditions of Business apply to all contracts.** See <https://accesskit.co.uk/terms-and-conditions/>

