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**Year One Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Enrolment Aspirations** | | | | |
|  | **Bronze** | **Silver** | **Gold** | **Completion rate** |
| **Year One** |  |  |  |  |
| **Year Two** |  |  |  |  |
| **Year Three** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Detail** | **By Whom** | **By When** |
| **Training Needs** | | | |
| **Managers’ Training** | Book onto and attend Managers’ Training – Online Training | DofE Manager / SLT |  |
|  |  |  |  |
| **eDofE Training** | Ensure that all staff required to engage with eDofE have received the relevant training | DofE Manager / DofE Leader |  |
| **Other Training** | Consider if there is any other training that your DofE staff require such as expedition training and ensure that they attend the relevant course.  <https://www.dofe.org/opportunity-finder/training-opportunity-for-dofe-leaders/?paged=1> | DofE Manager / DofE Leader |  |
| **Assessors** | Accreditation programme – Link | DofE Manager |  |
| **Informal Staff Training** | Ensure that all staff have completed the *e-*Induction and any other informal training required. | DofE Manager |  |
|  |  |  |  |
| ***e*DofE** | | | |
| **Set up staff accounts** | All staff accounts will set up with Essex Business. Please email  to delete or archive accounts please also contact essex business. | Essex Business Support |  |
|  |  |  |  |
| **Promotion** | | | |
| **Plan promotion events** | Promote and recruit Participants at Freshers’ Fayre or a welcome event.  Hold a parent information event to encourage their support or to sign them up as volunteers.  Consider an eDofE signing in session to show Participants how to use the system. | DofE Manager / DofE Leader / Field Officer |  |
| **Promote DofE within the organisation** | Publicise DofE on Notice Board/Website/Prospectus etc. | DofE Manager |  |
| **Inform new/current participants and parents of New Licensed Organisation status.** | Ensure parents and participants know that the school and DofE Manager are now responsible for programme delivery, insurance and policies, supported by SERO. | DofE Manager |  |
| **Plan for the year ahead** | | | |
| **Schedule regular staff meetings** | Ensure that you are meeting with and updating DofE staff on a regular basis (termly under MOA) | DofE Manager |  |
| **Plan when you will enrol participants** | Download an example enrolment form at <https://www.dofe.org/resource-zone/dofe-managers/forms/> | DofE Manager |  |
| **Plan a training schedule** | When, where and how often will you hold meeting and train students. Design a programme. |  |  |
| **Plan when and where your expeditions will take place** | Plan the expedition section - will this be run in house or use an AAP?  Please ensure that your Field Officer is aware of dates and plan so they can support when needed. | DofE Manager |  |
| **Plan a celebration event** | Set up an event to celebrate the achievements of your participants – decide whether you will use sectional certificates in addition to their full Awards. Templates can be downloaded via Resources in eDofE. | DofE Manager |  |
| **Funding Available** | | | |
| **Check for funding** | Participants may be eligible for funding – contact your Field Officer  PPE  Essex Bursary  DofE Resilience Fund | DofE Manager |  |