Pupil Handbook
2016/2017

Name:

Form:
Contents

The Duke of Edinburgh Award

1. An Introduction to the DofE Award
2. The Awards

The Expedition

3. Important Dates
4. Training dates
5. Training Record
6. 20 Conditions of the expedition
7. Kit List
8. Menu Planning and packing the rucksack
9. Aims of the expedition

EDofE

10. What is EDofE
11. Resetting your EDofE Password
12. Notes
An Introduction to the Duke of Edinburgh Award

Welcome to the Duke of Edinburgh (DofE) award at Gateways School. This handbook has been designed to help you in achieving your award. The handbook focuses on the key aspects of the award, what you will need to do in order to be successful.

The Duke of Edinburgh Award website - www.dofe.org is a fantastic website which explains everything you need to or would want to know about the scheme. It is highly recommended that you familiarise yourself with it.

Within school there are a number of staff who voluntarily support the award you will be given a group leader who is there to help you plan your expedition.

Should you have any queries or issues with the award please contact either Tracy Sockett (DofE Coordinator) or Jane Chennells (Award Manager)

Tracy Sockett
Email: dofe@gatewaysschool.co.uk
Phone - 0113 288 6345

Jane Chennells
Email: Jane.chennells@gatewaysschool.co.uk
Phone – 0113 288 6345

The Awards

The Duke of Edinburgh Award has three levels, bronze silver and gold. It is recommended that pupils start on bronze and progress through to gold, however there can be exceptions. Below is an overview of the time it should take to complete each award.
Pupils can start the award before their birthday however they cannot participate in the expedition section before the age stated below.

**Bronze (13+ years old – must be in U4/Y9)**

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
<td>3 months</td>
<td>3 months</td>
<td>Plan, train for and undertake a 2 day, 1 night expedition.</td>
</tr>
</tbody>
</table>

All participants must undertake a further 3 months in the Volunteering, Physical or Skills sections.

**Silver (15+ years old – must be in L5/Y10)**

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 months</td>
<td>One section for 6 months and the other section for 3 months</td>
<td></td>
<td>Plan, train for and undertake a 3 day, 2 night expedition.</td>
</tr>
</tbody>
</table>

Direct entrants must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.

**Gold (16 years old)**

<table>
<thead>
<tr>
<th>Volunteering</th>
<th>Physical</th>
<th>Skills</th>
<th>Expedition</th>
<th>Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 months</td>
<td>One section for 12 months and the other section for 6 months</td>
<td></td>
<td>Plan, train for and undertake a 4 day, 3 night expedition.</td>
<td>Undertake a shared activity in a residential setting away from home for 5 days and 4 nights.</td>
</tr>
</tbody>
</table>

Direct entrants must undertake a further 6 months in either the Volunteering or the longer of the Physical or Skills sections.
Important Dates

The DofE award requires pupils to undertake two expeditions at each level. All expeditions at Gateways are walking expeditions. It is imperative that you can attend both the practice and assessed expedition dates for their award in this academic year. If there is a problem with the dates of the expeditions please see Tracy as soon as possible. The duration, requirements and dates of the expeditions are published on the school website in October. But as a guideline....

- Bronze Practice Expedition – 22/23 April 2017
- Bronze Assessed Expedition – 17/18 June 2017
- Silver Practice Expedition – 27/28/29 May 2017
- Silver Assessed Expedition – 1/2/3 July 2017
- Gold Practice Expedition – 1/2/3/4 April 2017
- Gold Assessed Expedition – 9/10/11/12 July 2017

Length of time of DofE expeditions

<table>
<thead>
<tr>
<th>Level</th>
<th>Duration</th>
<th>Minimum hours of planned activity each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRONZE</td>
<td>2 days and 1 night</td>
<td>At least 6 hours during the daytime (at least 3 of which must be spent journeying)</td>
</tr>
<tr>
<td>SILVER</td>
<td>3 days and 2 nights</td>
<td>At least 7 hours during the daytime (at least 3½ of which must be spent journeying)</td>
</tr>
<tr>
<td>GOLD</td>
<td>4 days and 3 nights</td>
<td>At least 8 hours during the daytime (at least 4 of which must be spent journeying)</td>
</tr>
</tbody>
</table>

Training for the expedition

The expedition will require you to undertake a significant amount of training prior to it. You will not be allowed to go on the expedition if this training is not completed. Training will take place in school and on the occasional weekend day. On the next page is a training schedule to complete before expedition.
**Training**

This is a list of the basic training which the pupils will need to attend. Some are specific to certain levels so please check carefully. It is important that all of the training sessions are attended in order to meet the requirements. In addition to this there will be route planning sessions scheduled with the group’s leader.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of Session</th>
<th>Venue/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Introductory meeting with all new participants to introduce them to the Scheme. General talk about what is expected during DofE. Parents Evening</td>
<td>Wednesday 4.00pm</td>
</tr>
</tbody>
</table>
| September – End of Term | Look at Skill, Volunteering and Physical options.  
Set up eDofE accounts. | Wednesdays Either Lunch or 4.00pm |
| October - End of Term | Finalise Skill, Volunteering and Physical sections.  
Finalise eDofE accounts. |                     |
| Jan – Half Term | Introduction to map reading, navigation and route cards.  
Navigation and route planning, including country and highway code. Start to explore possible routes for practice and assessed expedition |                     |
| End of Term    | Kit Issue for Expeditions                                                                         |                     |
| Summer Term    | Route planning and route cards for Assessed Expedition. Review of Skill, Physical, Volunteering.  
eDofE Session if required. | Wednesdays Either Lunch or 4.00pm |

Please note that your group leader may organise additional times for you to meet other than the scheduled dates in order for your group to complete route cards for expedition. It is your responsibility as a group to make sure route cards are completed and typed up at least 7 weeks before any expedition.
Training Record

This is a list of all the training you must have completed by the expedition. When you attend training get a member of staff to sign it off to say you have completed it.

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid and Emergency Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>An Awareness of Risk and Health and Safety Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navigation and Route Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparatory Map Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practical Map Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compass Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campcraft, Equipment and Hygiene</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food and Cooking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Countryside and Highway Safety codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Observation Recording and Presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proficiency in Mode of Travel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
20 Conditions of Expedition

This is a list of the conditions you must fulfil in order to pass your expedition section

1: Your expedition must be by your own physical effort, without any motorised or outside assistance.

2: Your expedition must be unaccompanied and self-sufficient.

3: Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.

4: Your expedition must have an aim.

5: You must be properly equipped for your expedition.

6: You must have completed the required training and practice expeditions.

7: At least one practice expedition must be undertaken at each level of the programme, in the same mode of travel in a similar environment to the qualifying expedition.

8: You and your team must plan and organise your expedition.

9: You must be assessed by an approved accredited Assessor to the DofE.

10: There must be between four and seven people in your team (eight people may be in a team for modes of travel which are tandem).

11: You must be within the qualifying age of the DofE programme level.

12: Participants must be at the same level of assessment.

13: Your team must not include anyone who has completed the same or higher level DofE expedition.

14: Your overnight accommodation should be camping.

15: Your expedition must be the minimum number of days required for your DofE level.

16: Your expedition should normally take place between the end of March and the end of October.

17: Your expedition should be in the recommended environment for your DofE level.

18: You must do the minimum hours of planned daily activity for your DofE level.

19: You should cook and eat a substantial meal each day.

20: You must create and deliver a presentation after your expedition to complete the section.
**Kit List**

For the expedition it is crucial that pupils are properly equipped for all weathers. Below is a suggested list of the kit pupils should carry with them. Some equipment can be borrowed from school.

<table>
<thead>
<tr>
<th>Hiking Essentials available to Hire</th>
<th>Already Own</th>
<th>Need to Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rucksack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid kit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whistle &amp; compass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waterproofs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleeping Bag</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleeping Mat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Clothing & Sleeping**

| Boots                                               |             |              |
| Sleeping bag                                        |             |              |
| Sleeping mat                                        |             |              |

**Personal Items Checklist**

| Personal medication                                  |             |              |
| Soap and towel                                      |             |              |
| Toothpaste and tooth brush                          |             |              |
| Sun cream and insect repellent                      |             |              |
| Water bottles (2 litres minimum)                    |             |              |
| Watch                                               |             |              |
| Matches / lighter                                   |             |              |

**Clothing & Sleeping**

| Fleece tops / hoodie                                |             |              |
| T shirts                                            |             |              |
| Spare walking socks                                 |             |              |
| Spare trousers (not jeans)                          |             |              |
| Underwear                                           |             |              |
| Shoes for at camp (flip-flops are good)             |             |              |
| Warm hat                                            |             |              |
| Sun hat                                             |             |              |
| Gloves                                              |             |              |

**Eating**

| Plastic cup, plate and cutlery                      |             |              |
| Food to cook and eat at camp as evening meal (Pasta and sauce etc.) | | |
| Food for packed lunches (bread, fruit etc.)         |             |              |
| Breakfast food (cereal etc.)                        |             |              |
| Drinks (squash, tea, coffee, chocolate etc.)        |             |              |
| Brillo Pad                                          |             |              |

**TENT/STOVE/FUEL are provided by school**
Planning and Packing the Rucsac

Whilst on expedition pupils must carry and cook their own food. They are not allowed to buy food on their journey. Each day participants must cook a hot meal. You should be involved in buying and packing the food for their expedition. Below we have listed a selection of food which we deem appropriate for expedition.

- Pasta – either dried or packet
- Sauces – dominos packets
- Dried packet sauces – (Please note pot noodles are not acceptable)
- Cured meats
- Hot drinks – cup of soups / hot chocolates
- Fruit – oranges
- Breakfast – porridge oats / porridge pots
- Sandwich on the first day (wraps are a good idea)
- Snacks – biscuits / sweets / nuts

Packing your Rucksack some helpful tips

- Your maps, compass, route cards and water need to be easily assessable as you will use them frequently
- Kit that’s only required last thing at night should go towards the bottom of the rucksack
- **Waterproof things thoroughly – put it in a rucksack liner or at very least a bin bag**
- Take the packaging off food where possible especially if it’s bulky
- Try to concentrate the weight as close to your back as possible to prevent you unbalancing on climbs/descents.
- Every effort should be made to pack everything including the sleeping mat and tent inside the rucksack as this helps with weight distribution.
Expedition Aims

When you are on expedition you must have a focus or an aim here are some ideas for your group to consider.

History:

- Explore and document cairns.
- Investigate the changes in local agriculture over the last 100 years.
- Explore an historic place made famous in a film or television programme and document the scenery, photograph and describe interesting old buildings along your route.

Environment:

- Search for forms of fungi, photograph or sketch them and record them.
- Paint different types of trees and correctly identify them.
- List and film the different kinds of birds that you see.

Teamwork:

- Create a series of communication signals to use within your team.
- Do a fun team game or challenge each day to promote team building.
- Make a video diary of your team’s experiences, from camping and cooking to reaching your destination.

Conservation:

- Monitor the levels of litter on your route and plan how you could campaign to reduce this.
- Record evidence of wildlife breeding programmes and how you would start your own.
- Investigate the maintenance of footpaths and hedgerows.

Physical:

- Monitor what time of day people have the most energy to push themselves harder and improve your journey times.
- Film warm up and warm down sessions before and after your day’s walk.
- Monitor changing heart rates and body temperature on the expedition route.

Literature:

- Write a series of poems of your experiences and critique them.
- Visit areas which inspired poetry, such as the Lake District and Wordsworth.
- Write a short ghost story or mystery tale based loosely on your expedition.
What is EDofE

EDofE is an online portal created by DofE for participants to record their progress. In the past participants have had paper ‘keeping track’ booklets, this portal replaces these.

Participants use the portal to log the activity they are undertaking for each section. They can then upload evidence such as pictures or certificates to their section for approval. Helpful speedometers give participants and teachers an idea of how pupils are progressing. The participants homepage looks similar to the one below.

EDofE can be accessed by visiting the DofE website – www.dofe.org and clicking on the red EDofE sign in box on the top right hand side of the screen.

RECORD YOUR USERNAME AND PASSWORD IN THE BOX BELOW SO YOU DON’T FORGET IT. Misplaced usernames and passwords are a common problem.

Also available on the DofE website is a section which give more information about EDofE and has helpful guides and videos for participants when using EDofE these can be found at the following link: http://www.dofe.org/en/content/cms/doing-your-dofe/edofe/
Resetting your EDoF Password

If you do forget your username or password then you can reset it using the steps below.

I can’t sign in - username is known and security answer has been set:
1. Go to the DofE sign in page https://www.edofe.org/Login
2. Click on ‘Forgot your password’
3. Enter your username
4. Click ‘Continue’
5. You are then given your security question and asked for your answer
6. Provided that you give the correct answer then you are able to reset your password

I can’t sign in - username is known but security answer has not been set or forgotten:
1. Go to the DofE sign in page https://www.edofe.org/Login
2. Click on ‘Forgot your password’
3. Enter your username
4. If you don’t have the security answer then press ‘Can’t remember?’
5. If your email address has been entered into your account then a message will pop up saying a new password will be sent to your personal email address – choose Yes/No

6. Saying ‘yes’ – the system will send a random password to your personal email address, and they can then access their account. The content of this random password email will not state the ‘username’ because sometimes the email of that person is incorrect

If you have forgotten your username or the email address you signed up to DofE with you will need to contact Tracy Sockett who will be able to access your account and reset these for you.

**Notes**