

## 'HELP' MEMO TO PREPARE YOUR BRONZE D OF E AWARD APPLICATION

If you have read the details of the Duke of Edinburgh's Award which were posted earlier and are thinking of applying then please see below what you can do to prepare your application. This should also give you a clear idea of the commitment which is necessary to complete the Award. Hopefully I will be able to meet you in September to give you proposed dates and to explain the application process. In order to get you started as soon as possible the application process will be short so the more you have done by way of preparation over the summer the easier this will be for you.

1. Decide what you are going to do for each section – Volunteering, Physical and Skills (check against the lists in [www.dofe.org](http://www.dofe.org) to be sure that your activity is acceptable). Remember that some of these activities may not be possible during this current crisis so consider this when making your decisions. At this time there are some free on line activities which can be used to help you complete the Volunteering and Skills sections (see [#DofEWithADifference](#)).
2. Think about which section you want to do for 6 months and which two for 3 months. This is entirely your choice.
3. Take particular care when choosing an activity for the SKILLS section. Look at [www.dofe.org/skills](http://www.dofe.org/skills) to guide you. In general the learning of skills relating to a particular sport (including martial arts) is NOT ALLOWED. However you can learn to coach/referee/umpire a sport as a Skill but it should lead to a qualification i.e Level 1 Coach, Junior Referee in order to distinguish it from Volunteering.
4. You must establish at least **two** goals/aims (maximum three) for each activity. These must be **measurable** to ensure they are appropriate. The following are examples of measurable goals/aims:
  - Physical** – plan a fitness programme, improve footwork or passing skills, develop defensive skills, learn to play a new position, develop range of shots etc
  - Skills** - prepare for Grade 3 examination, learn basic words and numbers in Russian, learn to knit and complete a garment, learn basic cycle maintenance, learn to prepare and present a variety of cooked dishes, learn to grow a range of vegetables, master basic First Aid etc
  - Volunteering** – develop communication skills with young or old people/customers, learn to sort and display goods to sell, collect and sort items for recycling, be a role model for younger students, lead a particular activity each week for a group etc
5. You are allowed to use the same type of activity in two sections but not in all three sections. For example you could be a member of a hockey/tennis club and use this to complete your Physical section and if you learnt to coach you could use this for either your Skills section or Volunteering section BUT NOT BOTH.
6. You are responsible for finding a suitable adult to supervise and assess you in the Volunteering, Physical and Skills sections. This does not have to be someone with formal qualifications but must be an adult and someone who can monitor your progress regularly and is willing to assess your progress against your goals/aims and write a report at the end of the time period. Therefore a lifeguard at the local pool is not suitable as they will not be there regularly to monitor you. **YOUR ASSESSOR MUST NOT BE A CLOSE FAMILY MEMBER.** At this current time if you cannot find anyone suitable to assess you, for example, if you choose to do something on line then I will be able to act as your assessor.

If you have completed all these tasks before we meet then you will be in a good position to complete the application forms successfully. If you have any queries over the summer please email me ([j.hoar@oaklandscatholicschool.org](mailto:j.hoar@oaklandscatholicschool.org)) and I will endeavour to help you but ensure you have consulted the website and read these instructions carefully first.

I hope you enjoy preparing for the Award and I look forward to meeting you as early as is possible next term.

Mrs J Hoar (D of E Manager)