





Arthur Mellows Village College Student Information and Enrolment Booklet 2025/2026



Dear Student

Welcome to the Duke of Edinburgh's Award at Arthur Mellows Village College.

This booklet contains information about the Award in general and gives advice on how to complete each of the four sections. It runs in conjunction with the information given during the presentation and can be supplemented by visiting the Duke of Edinburgh's Award website: www.dofe.org

We hope this booklet, and the video available on the College's website, will enable you to make an informed choice as to whether the Duke of Edinburgh's Award is for you. If so, please complete both enrolment forms at the back of the booklet and return them, paying the non-refundable deposit of £50.00 via ParentPay by **Thursday 27 March 2025**. The full cost is £100.00 and the remainder payment of £50.00 needs to be paid by **Thursday 17 July 2025**. Please contact Mrs Ward or Mr Pepper, in confidence, if you are unable to meet this cost.

Should you have any questions or queries about the Duke of Edinburgh's Award at Arthur Mellows Village College, please come and speak to us directly.

Regards

MRS E WARD Award Manager

MR J PEPPER Deputy Manager





What is the Duke of Edinburgh's Award?

A Duke of Edinburgh's Award is so much more than a 'pat on the back' for completing a programme of activities. It is recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities young people have who've achieved a DofE Award.

Its balanced programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.

There are three progressive levels of DofE programmes which, when successfully completed, lead to a Bronze, Silver, or Gold Duke of Edinburgh's Award.

What's involved in the Duke of Edinburgh's Award

The most well-known section of the award is the expedition, but equally important are the skill, volunteering, and physical sections.

Whilst the expedition section is organised through the College it is the student's responsibility to organise the other sections themselves. Before starting these sections, students should also establish who their Assessor will be, check they are willing to sign off the section, and inform them what they want to achieve.

What's an Assessor?

An Assessor checks on your progress and agrees the completion of a section of your programme. They will sign off the relevant Assessor's report for that section, which you then upload onto eDofE.

An Assessor can be anyone who is interested in helping you to achieve, has some knowledge of the activity you are doing and can be available over the time you're doing it.

From the local football club coach to a charity shop manager, from the neighbour who's a web designer to the conservation expert leading a residential week, just about anyone can be an Assessor for the Volunteering, Physical, Skills and Residential sections. However, they MUST be independent. Therefore, they CANNOT be a member of your family.





How much do I need to do?

The Volunteer, Physical and Skills sections should be completed for at least one hour per week, which should easily fit in around your studies, family and social life. How long you complete each activity for depends on what level you are completing.

You cannot condense the timescale for the activities. For example, it is not acceptable to do 12 hours of volunteering during the Christmas holidays.

Bronze

Volunteering, Physical and Skills sections: should all be completed for at least 3 months, and one section should be completed for an additional 3 months.

These sections must be completed and evidence uploaded to eDofE by 30 April 2026.

Expedition section: 2 days /1 night (camping)

Silver

Volunteering section: 6 months

Physical and Skills section: one section for 6 months and the other for 3 months

Expedition section: 3 days / 2 nights (camping)

Gold

Volunteering section: 12 months

Physical and Skills section: one section for 12 months and the other for 6 months

Expedition section: 4 days / 3 nights (camping)

Residential Section: A shared activity in a residential setting away from home for 5 days and 4 nights.





What are the different sections?

Volunteering

Volunteering gives you the chance to make a difference to people's lives and use your skills and experience to help your local community. You can use this opportunity to become involved in a project or with an organisation that you care about.

Volunteering MUST be completed for a charity or not-for-profit organisation. For example, you could help clean the church but could not help your elderly neighbour by cutting their lawn.

Physical

Doing physical activity is fun and improves your health and physical fitness. There's an activity to suit everyone so choose something you are really interested in.

This can include any club you attend during lunchtime, after College or any activity you presently do outside school eg horse riding, team games and martial arts.

Skills

Developing a skill helps you get better at something you are really interested in and gives you the confidence and ability to use this skill both now and later in life. This can be something that you already do, such as playing a musical instrument or Drama Club, or it can be a completely new activity.

Be extra careful to check your activity is listed on the ideas page – students often fall foul of this by selecting activities they believe are skills but are not considered so under the DofE Award. For example, Ballet is not considered a skill, but you may wish to consider Ballet Appreciation (but make sure you understand what this is before starting).

Can I use the same place to do all the different sections?

You must show some variety in the award. It is not permissible to do all three sections at the same place. For example, Sports Leadership with a local football team as a skill, volunteer coaching at a local football team and playing football as a physical activity is not allowed.

These sections must be completed and evidence uploaded to eDofE by 30 April 2026.





Expedition

Going on an expedition gives you the chance to have an adventure, work as a team, and act on your own initiative. The team you walk with will be 4-7 people. You decide which team you wish to join.

For safety and enjoyment, students must attend the training sessions, which take place after school. You must take part in a Practice Expedition (during which you will get further training on navigation skills) before completing the Qualifying Expedition.

At Bronze level, groups must walk about 6 hours on 2 days carrying all the equipment and food they need for an overnight stay. You will be assessed on your navigation skills, teamwork, and camp craft. Packing rucksacks to keep the weight down is a skill in itself!

Students will be allocated to group A or B expedition dates on a first come first served basis. Once assigned students will not be able to swap dates.

At Bronze level students are required to camp. Students are permitted to use facilities available at a campsite.

Residential – Gold Award only

If you're going for your Gold DofE Award, you need to complete an additional residential section. You can choose from a range of residential activities – from helping at a National Trust site in the UK to working with children in India.

You will spend 5 days and 4 nights taking part in a shared, worthwhile activity with people you've never met before. A DofE residential will boost your independence and confidence and is a great way to leave a positive footprint on your life and other people's.

We advise that you complete the residential section during the summer of either Year 12 or 13. Most students who wait to complete this section at a later date never do! The best option is to complete it with an Approved Activity Provider.







What does it cost?

Taking part in the DofE Bronze Award at Arthur Mellows Village College costs £100.00.

This cost includes enrolment in the award, training materials, the Practice and Qualifying Expeditions and insurance.

How do I start?

Complete the online contract and enrolment forms via this link: <u>https://forms.office.com/e/aRnENSYpbr</u> along with your deposit payment of £50.00 (via ParentPay) by **Thursday 27 March 2025**. The remainder £50.00 is due by **Thursday 17 July 2025.** All payments are non-refundable after the set deadlines.

Then start thinking about what you're going to do for each of the sections of the Award!







What's next?

Bronze Award Timeline 2025/2026				
Wednesday 19 March 2025	Independent Learning Booklet to be submitted to the post box by the DofE Noticeboard			
Thursday 27 March 2025	Deadline to apply for DofE Award place - £50 deposit and online form			
Thursday 3 April 2025	Confirmation of DofE Award places to students			
Thursday 8 May 2025	Submit Programme Plan Form on eDofE			
Thursday 17 July 2025	Deadline for full payment via ParentPay			
Sunday 30 November 2025	Deadline to complete and upload evidence of the 6 month section* to eDofE <u>www.edofe.org</u>			
Thursday 11 December 2025	Confirmation of expedition dates and groups communicated to students/parents/carers			
Thursday 16 April 2026	Compulsory after school training session to be attended			
Thursday 30 April 2026	Deadline for uploading of evidence for Skill, Volunteering and Physical sections to eDofE***			
Friday 8 May 2026	Practice Walk Group A **			
Friday 15 May 2026	Practice Walk Group B **			
Friday 12 June 2026 and Saturday 13 June 2026	Qualifying Expedition Group A **			
Friday 19 June 2026 and Saturday 20 June 2026	Qualifying Expedition Group B **			
Wednesday 25 June 2026	Deadline to provide Expedition Presentation			

* Sections of the award are Volunteering, Physical and Skills.

** Award dates/groups to be confirmed.

***Students who fail to meet this deadline will not be permitted to take part in the Qualifying Expedition





After School Expedition Training

The After School session is compulsory and will take place on **Thursday 16 April 2026** and follows the common training syllabus for all Bronze Expeditions, including;

- First Aid/emergency procedures
- Awareness of risk
- Health and Safety issues
- Navigation and route planning
- Map and Compass skills
- Camp craft and hygiene
- Food and cooking
- Countryside code

Students are required to complete an AMVC DofE Independent Learning Booklet before the training session.

Students will need collecting from the College at approximately 5.00 pm.

Bronze Award expeditions				
Practice Walk	Students will need to bring a rucksack with lunch, snacks, a compass, and a full set of waterproofs. They should also bring the tent they intend to use.			
	They will be trained in navigation skills and then perform a short walk independently. On return to college, they will learn about stove safety and erecting tents.			
	If groups struggle with navigation, they may be required to undertake a further training walk to ensure safety, with the same arrangements.			
	Students will finish between 4.00 pm – 5.00 pm.			
Qualifying Expedition	Takes place near Rutland, with students staying overnight at Wing campsite (or another campsite in Rutland).			
	Students will need to bring all equipment, and meet on the Main Playground at 8.45 am. We will return to AMVC Saturday afternoon for approximately 3.00 pm.			

Emergency Contact whilst on Expedition: 07702 798971

In recognition of members of staff who volunteer their time to supervise students, we would be grateful if you could have arrangements for their prompt collection at the end expeditions.





Expedition Safety

On the Bronze Expedition, students may be walking along the rivers at times, but it is considered dangerous for them to go into the water (at any depth) unsupervised, and they will not be permitted to continue the expedition if they do so.

Students should follow the Highway Code (for pedestrians), Countryside Code and AMVC Behaviour Policy at all times.

Expedition Food

Students will need to bring all the food they require; it is not permitted to purchase food whilst on Expedition. In addition to this, students will need to cook at least one 'substantial meal' whilst camping. The camping stove will be supplied by AMVC.

Popular choices of food to cook include noodles, rice, pasta, ration packs and readymade sauces. It is particularly in the spirit of DofE for students in a team to cook a collective meal, and they often enjoy doing so, although is not a requirement.

Foods to avoid would include the likes of Pot Noodle; it provides limited nutritional value and without anything added to it (eg frankfurters) would not be considered as a 'substantial meal'. Also, students should not bring raw meat.

Expedition Team Equipment

It is a really useful idea to share equipment as much as possible. It will mean you have less weight to carry.

- Matches, washing up liquid, pan cleaner, tea-towel and toilet roll
- Food (and tin opener if required)
- Camping stove and fuel (to be provided by AMVC)
- Bronze: Tent (group to source) No pop up tents are permitted.
- Silver/Gold: Tent (single skin tents will not be permitted)

When sharing a tent do not work on the basis that one person will carry the entire thing on day one and another person on day 2. The weight of the tent should be split eg one person carries the fly sheet, another the inner and another the poles. When deciding what size tent to use remember that a 2 person tent is the right size for 2 people without any luggage, so 2 people sharing on DofE will find a 3 person tent more appropriate.





Remember you are in a team, just because you own a piece of equipment, if you are sharing its use, it does not mean you have to carry it.

Expedition Personal Equipment

- Walking boots/shoes
- Socks 2/3 thick pairs for walking
- Trousers and/or Shorts (not jeans for walking)
- Shirts / T-shirts
- **Sweaters** at least 2, not very bulky
- Underwear thermal if possible
- Night clothes normal pyjamas etc will not be warm enough
- Hat woolly hat essential, even in summer
- Anorak waterproof and windproof
- Over trousers waterproof and windproof

- Sleeping bag warm enough, light and easily packed
- **Rucksack** (60L) make sure it fits you; get to know how to adjust it properly and easily
- Roll mat or similar insulating mat
- Torch
- Plate and mug (unbreakable)
- Knife, fork and spoon
- Water bottle (2L)
- Pencil and small notebook
- Map case
- Compass
- Tent (No pop-up tents)

Further details can be found on www.dofe.org

There will be an equipment check before leaving the College. Ill equipped students will not be able to participate.

Expedition Mobile Phone Use

Students should only use their phone on expedition to get in touch with College staff (or to take photos). On Bronze Expeditions they will be required to turn off and hand in their phone on arriving at the camp (it will be returned on departure). Students can preserve the life of their phone battery by turning off Mobile Data, as they do not require this function.

If a student needs to speak to their parent/carer they can ask a member of staff and we will arrange it as soon as possible. If parents/carers need to speak to their child they can use the emergency contact number and staff will enable that as well.

If a student is found with a mobile phone during the evening they will be seen as not being self-sufficient and not able to qualify.

Expedition Presentation

The aim of the students' expedition is "To work together as a team to complete a physically challenging journey". They must demonstrate meeting this aim by submitting a group PowerPoint, with some photos and commentary of their expedition. Students are permitted to use their phone whilst walking to take photos.





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Using eDofE

Once students have been registered on eDofE they will receive an email to confirm their username (usually the same as the one used to access the College IT systems). The first time students log in, the password will be their date of birth in the format DDMMYYYY (no gaps, dots or slashes), they will then be prompted to change their password and enter some basic information.

If students forget their password in the future, click on 'Forgot your password?' on the login page <u>www.edofe.org</u>

Make sure all appropriate information on each of the award sections is added.

Timescale:	6 Months	Not starte	ed
* Start date:	dd/mm/yyyy	Volunteer	Select your detailed activity from
Earliest completion date:			the list in this booklet. If it's not there, check with Mr Pepper /
* Type/category of activity:	(Please select)		Mrs Ward that the activity is appropriate, and then type it into the box
* Detailed activity chosen:			
* Where are you going to do it?			Location is particularly important to help us check volunteering is suitable
*	0/140 characters used		Enter a goal or something that you would like to achieve when completing this section
* What are your goals? What do you want to achieve?	0/140 characters used		Put in your assessors name – remember it must be someone qualified to do it, and not a relative, neighbour etc
* Assessor's name:			What is your assessor's role,
* Assessor's position:			eg teacher, fitness instructor or brownie leader
Assessor's email:			You must include either your
Assessor's telephone no:			assessors phone number or email address. This doesn't
* Select your Leader:	(Please select)	\checkmark	have to be personal, eg 01733 252235 for teachers at AMVC 12





Adding evidence and assessors reports to eDofE

When taking part in their chosen activities students should take photos to help build a collection of evidence on eDofE, and once they have completed the activity they need to upload their assessors report as the final piece of evidence.

If students give their assessor their eDofE number (see left hand column when you log on) they can complete a report online using the website <u>www.edofe.org/assessor</u>

Alternatively students can ask assessors to fill out the Assessor's Report cards in the Welcome Pack (received after enrolment), and upload them to eDofE themselves. Copies of these are available on SharePoint, in Enrichment then DofE if required.

CE ASSESSOR'S REPORT VOLUNTEERING	Participant: eDofE ID No: Level: Bronze	You must include the date you started and finished, and it must be for the full 3
Activity: Date started:// Comp		or 6 month period Not including the correct
Goals set by participant:		dates is a common problem!
Assessor's comments: Please write as much as possible, talking about trai What you write will celebrate the achievement of the ecord of their DofE programme.	ning, teamwork (if applicable) and achievements. e young person and will form part of their permanent	Your assessor must include a comment about you and your achievements
	a	
Signature: Assessor's first name:	Last name:	All these details should be completed, although either
Assessor's position/qualification:	the phone number or email address is sufficient	
Assessor's phone number: Assessor's email:		1
	this page and upload to eDofE as evidence.	





What happens once I have finished?

Once you have submitted evidence we will check if we believe it is appropriate, and once all parts of the award are complete we will send it to DofE for final approval. You will then be issued a certificate.

Common problems with DofE

You have forgotten your username or password for eDofE.

It is most likely your username is the same as the one you use to log in to the College IT network, eg 16smitha. If you forget your password, use the password reset function.

You have chosen an inappropriate activity/assessor.

We encourage you to upload your activity plans to eDofE as soon as possible, then log back in to eDofE a week later to check if it's been accepted or if there are any queries. It's much better to know before you start than at the end when you would have wasted your time and effort!

You think you have completed a section of the award – but you haven't.

Once you have uploaded your evidence to eDofE check a week or so later to see if it's been accepted, or if there are any queries.

It will show on your eDofE homepage if the section is completed.

You think you have completed the award – but you haven't.

If you've uploaded all your evidence and it's been approved, you'll get an email to say congratulations – if not you need to check on eDofE to see if your evidence has been approved or queried.

Your assessor's report has been rejected.

We will have queried it and sent a message to say why on eDofE. It's best to avoid this situation by making sure the dates to say when you started/finished the activity cover the full 3 or 6 month period.

You think you haven't got any information about the expedition.

All the information you need is in this booklet!





Either my parents or I have a question ...

This is **your** DofE Award, **you** should speak to Mr Pepper or Mrs Ward.

Mr Pepper and Mrs Ward are available most lunch times in the Humanities block.









Programme Ideas

Volunteering – must be with a charity/not-for-profit organisation

Helping people: Helping children Helping older people Helping people in need Helping people with special needs Youth work

Community action & raising awareness: Campaigning Cyber safety Council representation Drug & alcohol education Home accident prevention Peer education Personal safety Promotion & PR Road safety

Working with the environment or animals: Animal welfare Environment Rural conservation Preserving waterways Working at an animal rescue centre Litter picking Urban conservation Beach and coastline conservation Zoo/farm/nature reserve work

Physical

Individual sports: Archery Athletics (field or track event) Biathlon/Triathlon/Pentathlon Bowling Boxing Croquet Cross country running Cycling Fencing Golf Horse riding Modern pentathlon Orienteering Pétanque Roller blading Running Static trapeze Wrestling Water sports: Canoeing Diving

Dragon boat racing

Free-diving Kneeboarding Rowing & sculling Sailing Sub aqua Surfing/body boarding Swimming Synchronised swimming Windsurfing

Dance: Ballet Ballroom dancing Belly dancing Bhangra dancing Ceroc Contra dance Country & Western Flamenco Folk dancing Jazz Line dancing Morris dancing Salsa (or other Latin styles)

Helping a charity or community organisation: Administration Being a charity intern Being a volunteer lifeguard Event management Fundraising Mountain rescue Religious education Serving a faith community Supporting a charity Working in a charity shop

Coaching, teaching and leadership: Dance leadership DofE leadership Group leadership Leading a voluntary organisation group: - Girls' Venture Corps - Sea Cadets - Air Cadets - Jewish Lads' and Girls' Brigade - St John Ambulance - Scout Association - Air Training Corps - Army Cadet Force -Boys' Brigade - CCF - Church Lads' & Girls' Brigade -Girlguiding UK - Girls' Brigade Sports leadership (not JSLA) Music tuition

> Scottish/Welsh/Irish dancing Street dancing/breakdancing/ hip hop Swing Tap dancing

Racquet sports: Badminton Matkot Racketlon Rapid ball Real tennis Squash Table tennis Tennis

Fitness: Aerobics Cheerleading Fitness classes Gym work Gymnastics Medau movement Physical achievement



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Physical Continued ...

Pilates	Martial art
Running/jogging	Aikido Cap
Trampolining	Ju Jitsu
Walking	Judo
Weightlifting	Karate
Yoga	Self-defen
5	Sumo
Extreme sports:	Tae Kwon
Caving & potholing	Tai Chi
Climbing	
Free running (parkour)	Team spo
Ice skating	American
Mountain biking	Baseball
Mountain unicycling	Basketbal
Parachuting	Boccia
Skateboarding	Camogie
Skydiving	Cricket
Snow sports (skiing, snowboarding)	Curling
Snowkiting	Dodge dis
Speed skating	Dodgeball
Street luge	_

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orts: football 1 SC II

Fives Football Hockey Hurling Kabaddi Korfball Lacrosse Netball Octopushing Polo Rogaining Rounders Rugby Sledge hockey Stoolball Tchoukball Ultimate flying disc Underwater rugby Volleyball Wallyball Water polo

Skills

Performance arts Ballet appreciation Ceremonial drill Circus skills Conjuring & magic Dance appreciation Majorettes Puppetry Singing Speech & drama Theatre appreciation Ventriliquism Yoyo extreme Science & technology Aerodynamics Anatomy Astronomy Biology Botany Chemistry Ecology Electronics Engineering Entomology IT Marine biology Oceanography Paleontology Physics Rocket making Taxonomy Weather/meteorology Website design Zoology

- Care of animals Agriculture (keeping livestock) Aquarium keeping Beekeeping Caring for reptiles Dog training & handling Horse/donkey/llama/alpaca handling & care Keeping of pets Looking after birds (i.e. budgies & canaries) Pigeon breeding & racing
- Music Church bell ringing Composing DJing Evaluating music & musical performances Improvising melodies Listening to, analysing & describing music Music appreciation Playing a musical instrument Playing in a band Reading & notating music Understanding music in relation to history & culture

Natural world Agriculture Conservation Forestry Gardening Groundsmanship

Growing carniverous plants Plant growing Snail farming Vegetable growing

Games & sports Cards (i.e. bridge) Chess Clay target shooting Cycle maintenance Darts Dominoes Fishing/fly fishing Flying Glidina Go-karting Historical period re-enacting Kite construction & flying Mah Jongg Marksmanship Model construction & racing Motor sports Power boating Snooker, pool & billiards Sports appreciation Sports leadership Sports officiating Table games War games

Life skills Alternative therapies Cookery Democracy in action **Digital Lifestyle**





Skills continued ...

Driving: car maintenance/car road skills Driving: motorcycle maintenance/road skills Event planning First Aid Hair & beauty Learning about the emergency services Learning about the RNLI (Lifeboats) Library & information skills Life skills Massage Money management Navigation Public speaking and debating Skills for employment Young Enterprise Learning & collecting Aeronautics Aircraft recognition Anthropology Archaeology Astronautics Astronomy Bird watching

Coastal navigation

Costume study

Forces insignia Gemstones

Dowsing & divining

Criminology

Genealogy

Contemporary legends

Collections, studies & surveys

Coins

Comics

Fashion

Heraldry History of art Language skills Military history Movie posters Postcards Reading Religious studies Ship recognition Stamp collecting

Media & communication Amateur radio Communicating with people who are visually impaired Communicating with people who have a hearing impediment Film & video making Journalism Newsletter & magazine production Signalling Writing

Creative arts Basket making Boat work Brass rubbing Building catapaults & trebuchets Cake decoration Camping gear making Candle-making Canoe building Canvas work Carnival/festival float construction Ceramics Clay modelling Crocheting Cross stitch DIY

Dough craft Drawing Dressmaking Egg decorating Embroidery Enamelling Fabric printing Feng Shui Floral decoration French polishing Furniture restoration Glass blowing Glass painting Interior design Jewellery making Knitting Lace making Leatherwork Lettering & calligraphy Macramé Marquetry Model construction Mosaic Painting & design Patchwork Photography Pottery Quilting Rope work Rug making Snack pimping Soft toy making Tatting Taxidermy Textiles Weaving and spinning Wine/beer making Woodwork

Please note a JSLA may be used as a skill, not volunteering, but only for 3 months.







The online enrolment form will need to be completed and submitted by Thursday 27 March 2025 via this link, along with the £50 deposit via ParentPay: https://forms.office.com/e/aR <u>nENSYpbr</u>

