



Enrolment of Independent Participants with Cambridgeshire County Council in our "Cambs Independents" DofE Group

Steps to completing a DofE Award as an Independent Participant

- Review the DofE website <https://www.dofe.org/do-your-dofe/> to get an overview of a DofE programme, and an understanding of the DofE sections, 4 sections at Bronze and Silver, 5 sections at Gold.
- Bronze Award for anyone Year 9 and above.
Silver Award for anyone Year 10 and above.
Gold Award for those aged 16+.
All awards must be completed by age 25.
- First contact with CCC about joining as an independent participant.
DofE manager - Tracy Grant tracy.grant@cambridgeshire.gov.uk mob: 07770222402 to discuss any questions or queries about the Award with the participant/parent/carer either via phone or email.
- Cambs County Council to Email / post out the enrolment forms and the bitesize planner for the relevant DofE Award level.
- Participant asked to fill out the enrolment form AND the bitesize planner for the specific award level and return it to CCC (see below). For Gold Awards, the 'Gold Residential Approval Form' will also be sent.
- Once a completed application is received the participant/parents will be sent an invoice for the enrolment fee. When payment has been made, the participation place will be set up on the eDofE system.
- The DofE manager may call or email the participant to confirm that the sections are suitable, that the participant has understood the commitment to the 3 sections (Physical, Volunteering and Skill), and to talk through the management of the Expedition section (and the Residential section for those at Gold level).
- The participant is requested to add evidence regularly (not less than monthly) onto eDofE for each of their sections. The DofE Manager will monitor progress and offer advice. The participant is offered ongoing support at other times via office telephone / email / mobile telephone / text with the DofE manager, as and when required.
- Once the participant is enrolled onto eDofE they will be sent eDofE login details via the email address supplied. All participants to read through the contents of the welcome pack booklet which comes directly from eDofE once the participant has logged in and set their basic details.

- The participant logs into eDofE, sets up their sections, sends them to the DofE manager through eDofE for approval and then starts their sections. The participant adds evidence to sections regularly. Submissions to eDofE are checked by the DofE Manager every few days.
- The participant finally adds assessor reports to their sections and the Award is checked by the verifier. The badge and certificate are issued.

Admin and enrolment fee charges

DofE Level	DofE Welcome pack fee	CCC Admin fee	Total
Bronze	£22	£15	£37
Silver	£22	£20	£42
Gold	£29	£25	£54



Duke of Edinburgh's Award - Enrolment Form

First Name..... Last Name
Address
Postcode
Tel Age Date of Birth...../...../..... male[] female[]
Mobile E-mail

Please complete this section if you have previously enrolled in the DofE
Which level/s were you enrolled in? Bronze[] Silver[] Have you used eDofE before? Yes [] No []
What is your eDofE ID number? Please enter it here
The DofE Centre you were previously registered with:

Please complete/cross out one of the statements below: I enclose the fee and would like to enrol as:
[] Bronze (£37.00 - Cost of welcome pack (£22) plus £15 administration fee)
[] Silver (£42.00 - Cost of welcome pack (£22) plus £20 administration fee)
[] Gold (£54.00 - Cost of welcome pack (£29) plus £25 administration fee)
[] I already have a record book/welcome pack and wish to join the Centre named at the top of this form.

You will be invoiced for this fee once we have received a completed application form

I agree to enrol as a participant on a DofE programme. I understand that I will be managing my programme using the online eDofE system. I acknowledge that this system has a set of terms and conditions that I agree to. These terms and conditions are available at www.edofe.org

Signature..... Date/...../.....

Consent of Parent/Guardian/Carer - to be completed when the participant is under 18 years of age.

I give consent for my child/ward to participate in the Duke of Edinburgh's Award. I fully understand the nature of the activities that my child/ward will be taking part in which will involve expeditions and camping. I understand that qualifying expeditions are remotely supervised and that there will not be a leader with my child at all times during this expedition. I understand that my child will have had sufficient training to enable them to undertake this expedition safely, and I understand the importance of them attending all of the training sessions and practices.

I note that it is my responsibility to check that any activity my son / daughter / ward undertakes for their DofE programme is appropriately managed and insured, unless the activity is directly managed or organised by their DofE group, centre or Licensed Organisation.

Signature Date/...../.....
Parent/Guardian/Carer

Note:
Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, Cambridgeshire County Council and the DofE centre to monitor and manage DofE participation and progress by young people and manage and support Leaders.

The DofE Charity will use personal data to communicate useful and relevant information to either help participants complete a DofE programme, Leaders/LOs to run DofE programmes more effectively or help the DofE Charity to improve the quality and breadth of its programmes.

Occasionally the DofE Charity may send you information relating to commercial offers. If you do not wish to receive commercial information from the DofE Charity you can choose not to by amending your contact preferences in your eDofE profile at any time.

For County DofE Office use only Welcome Pack Issue Date
April 2019