



Robert Carre Trust Duke of Edinburgh Award

Student/Parent Guidance Booklet

This booklet is designed to give advice to all students, and parents/guardians of students, who are registered through the Robert Carre Trust for any level of the Duke of Edinburgh Award. I hope it will guide you through the process of completing the Award as smoothly as possible.

What is involved in the Duke of Edinburgh's Award Scheme?

Volunteering: sustained unpaid work to make a positive difference to the community

Physical: develop and improve or begin a new physical activity sustained for the duration required

Skill: developing an existing skill and showing an improvement, or mastering a new skill

Expedition: a self-sufficient journey without motorised assistance of any kind

This is organised through the RCT and completed on foot. Alternatives such as kayak or horseback or cycling can be completed but it would be your own project or brought in through a DofE-approved activity provider (AAP).

Residential - GOLD ONLY: an activity completed in an unfamiliar environment with people unknown to you over a five-day, four-night period in a residential setting.

How long will it take me?

A minimum of 6 months at Bronze, 9 months at Silver and 12 months at Gold (unless you are direct entry).

Two of the three sections (Volunteering, Physical and Skills) must run for three months and one for six months at Bronze. Please see the timescales on the DofE website for further information.

An average of an hour a week must be spent on each section of the Award. This can be completed simultaneously or linearly at your discretion.

Assistance can be sought from the RCT DofE Coordinator in person, at school, during these times: DofE club at KSHS on a Wednesday morning break and lunchtime in the DofE office in The House; at Carre's on Thursday morning break and lunchtime in the LRC; or on a Wednesday afternoon during the 6th Form enrichment time in the DofE office in The House at KSHS.

Questions will be answered via email or through the eDofE internal messaging system, which can be found under the 'Communications' link on the right-hand sign of the eDofE screen. This is easily missed as it is just a word written in black, but when clicked the drop-down menu allows, under 'Messages', a simple internal email system to be used. This is preferable to regular email.

It is recommended that participants regularly check their school emails and log into eDofE to check for communications from me.

Documentation or equipment can be handed in to reception at either school or placed into the letterbox situated outside the DofE office in The House KSHS. *Please mark FAO DofE and clearly name it.*

All forms are available on the School Web Site under Duke of Edinburgh for your use.

SECTION 1. REGISTRATION.

A registration evening is normally held during July of each school year.

Two presentations are scheduled; the earliest is aimed at those going into years nine and ten, interested in Bronze and Silver awards respectively. The later one aimed at those going into years eleven, twelve and thirteen, interested in either the Silver or Gold awards.

During the evening you will learn what the award entails, costs and provides. The information is a blend of generic DofE and specialised RCT information. All the information you need about the requirements of the award can be found on the website www.dofe.org.

Following the evening you will be able to register for the award. Completion of both the DofE registration form and the RCT application form, along with a completed and signed EV14 **Code of Conduct** form and payment, is required. (RCT reserve the right to withdraw students from the scheme if they breach the standards stipulated in the Code of Conduct or DofE handbook).

Upon receipt of all four of these, I will register the participant. They will then receive an email welcoming them to DofE. This email will detail how to log into their account. Once they have logged in and set up their personal details they will receive a participant's pack through the post to their home address. They need to see me to collect their personal issue compass.

SECTION 2. THE eDofE SYSTEM.

2.1 Logging In

How do I log in?

Go to the website <https://www.edofe.org> and type in the following information, which is personal to you. This will be given to you via the welcome email from DofE and the RCT DofE Coordinator can help you when you collect your compass:

Username -

Password –

2.2 Setting Up Initially

Read the information about the award and the welcome from HRH The Duke of Edinburgh.

Set your new password, security question and personal details and agree to the terms and conditions as directed.

What if my personal details – address, next of kin etc – change? You can access and edit your personal details within your eDofE account at any time.

What happens if I forget my username? Keep this safe and write it in the front of your pack or in the space provided above. If you do forget or lose it you can request it from the RCT DofE Coordinator.

What happens if I forget my password? You can enter your username into the website and press 'forgot my password'. You will be asked your security question and on entering the correct answer you have the opportunity to reset your password.

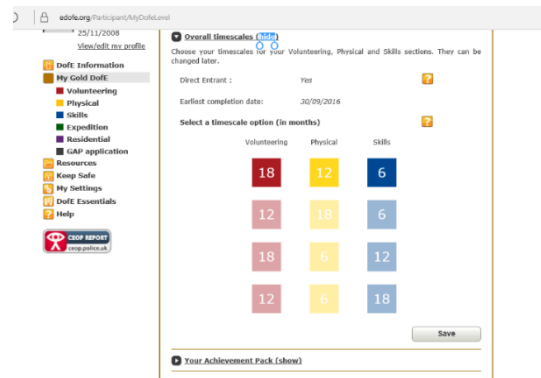
What happens if I forget the answer to my security question? You can request a password change and this will be emailed to you; you will receive a one-use password to the email account you set up in your personal details. You will then have to reset the password.

I don't know which email address I used initially. The Coordinator can change your email address if you cannot access your account or the required email address. This change will enable you to request your new password.

2.3. Timescales

Set up your award timescales in the system. You can choose to do any of the sections for the longer period of time. (*Red for Volunteering, Yellow for Physical and Blue for Skills*). I would always suggest you set the one you are already doing as the longest. The example below is for a direct entrant to Gold,

so unless you are also a direct Gold entrant, your timescales will look different. Once you have decided, **save this choice**.



2.4. Planners

Your programme planners should reflect the details you put on your RCT application form when you registered for the award. If you have changed your mind about any of the sections since you completed this and that is okay. However, ensure your new activity fulfils requirements by checking the activity planners on the DofE website or speaking to the RCT DofE Coordinator.

Set up each of your individual sections by clicking the relevant speedometer or using the bullet-point-style menu down the left-hand side of the page. Write as much as you can about your aims and goals, and get them proof-read for spelling mistakes. Make sure you set the start date either for the date you are starting something new, or as far back as the system will allow (this is referred to as backdating) if you have been undertaking the section for a long time (e.g. sports with a club). Make sure you ask your assessor whether they are happy to assess the section and to ensure your coach, tutor etc. focuses sessions to fit your aims and goals.

Once you are happy with what you have written, set your Leader as Melita Walker and **submit the planner for approval**.

Once you have submitted all of your sections (apart from the expedition) for approval, they will be checked by the Coordinator. Then you will see them as having been 'approved' or 'queried'. A queried planner should prompt you to have another look at your planner and the reason given for the query; it may not meet the criteria for the section, and you will therefore be wasting your time if you continue without making the necessary changes. The easiest way to resolve a query is to visit the DofE Coordinator.

Can I change the programme planner after it has been submitted for approval? Yes, you can 'revert to draft' or 'change your activity' to make changes at any time, and these changes will then have to be resubmitted and reapproved.

I started my activity before I registered for DofE. Can I backdate it? You may backdate each section as far as the system will allow, providing you did actually start the activity before you registered!

What if I don't have time to set all of the sections up at once? That's fine, you can save your activity as a draft rather than submitting it for approval, which means you can come back and finish it off another time. However, do not start the activity before you have had the planner approved by the DofE Coordinator.

2.5. Assessors

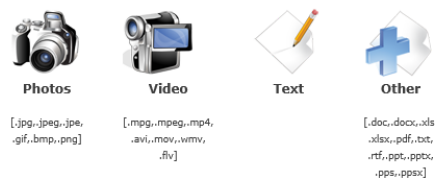
An assessor is someone qualified to assess you at the end of the time period for each section. They will assess whether or not you have met your aims; for example a music teacher, sports coach or charity shop manager. **This cannot be a family member.** Ensure the assessor's 'position' is 'professional'; for example, if your mate is running with you and assessing your physical section, use 'running partner' rather than 'friend'.

I don't know my assessor's details. What do I do? You can save your programme planner as a draft until you have gathered these details. However do not start the activity before you have had the planner approved in eDofE by the DofE Coordinator.

2.6. Evidence

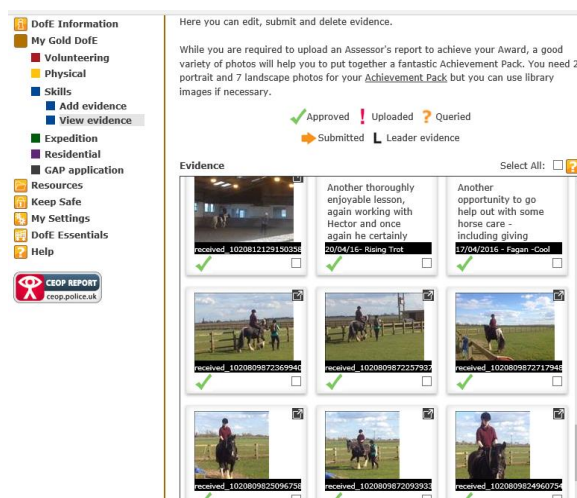
All of your eDofE programme planners should be supported with evidence to show that you are completing your activities.

What evidence would you like to add?



How do I upload evidence? Log into your eDofE account and, in the menu on the left-hand side, choose 'add evidence' under the section to which you want to add the evidence. Select what kind of evidence you'd like to add – photo, video, text or other – and then press 'select files'; select the file from your computer. After this, ensure Melita Walker is selected and press 'save and submit'.

The more pieces of evidence you upload, the easier it will be for the award to be approved by a verifier. *This is because there is proof of what you have done, beyond just the assessor's report. It also adds some depth and colour to your story for the verifier to view.* This image shows a very healthy amount and variety of evidence.



What sort of evidence should I upload?
Anything and everything!

- Photographs – staged or *au naturale* – of you completing your activity, within reason; photographs in swimming pools or with childrens' organisations etc may require you to ask permission first! You don't have to be in all or even any of the photos; however a rounded collection is the best, for example, mucky football boots after a game, the team photo, a photo of a news clipping about your football team, an outdoor and an indoor training session, your team kit, and a match result would be a good spread.
- Video clips or sound bytes – these are brilliant for a leader, assessor or verifier to review. Sports matches can be videoed, as can lessons in horse riding (as the example above) or music; your own personal practice time for music or art can also be filmed or recorded. Snippets of films being reviewed is useful.
- The text option on the 'add evidence' page is really useful for adding little updates throughout your journey; for example, each time you play your instrument or go on a driving lesson, add a snippet of information about what you learned or found difficult, or what piece of music you played or where you went. Treat your eDofE activities pages like tiny blogs that need tiny updates every few days or so.
- Lastly, the 'other' option allows you to add whatever is not included above. For example, if you are reviewing films or books, or practicing creative writing, you can upload the review or piece of writing on a word document rather than typing it into the 'text' option. You can also upload excel spreadsheets, PDF files and powerpoints; the latter is particularly useful for your expedition section, allowing you to upload your expedition presentation which is often (but does not have to be) done in powerpoint.

2.7. Assessors Reports

After the minimum time required for each section has passed and your aim/goal has been achieved, you need to get the assessor for that section to complete a report for you. This can be done by completing the hard-copy assessor's report card (in the participant's pack you signed for at the beginning of the process). *You should complete the dates and aim/goal and hand this to your assessor.* Once done it should be handed in to the RCT DofE Coordinator, or photographed and uploaded to the appropriate section of eDofE as evidence. *Remember to click the box which highlights it as your assessor's report.*

Alternatively, your assessor can go online and add the report electronically using the link below:

<https://edofe.org/Assessor>

The assessor will need:

- The participant's name
- The level which the participant is completing – Bronze, Silver or Gold
- The participant's ID number, which can be found on eDofE when you are logged in
- The date the participant started the section and the length of time planned for the section
- The participants aim or goal

What to include in an assessor's report. The participant's achievements as they undertook this section. Say how they met their goals, what skills they have developed and mention any memorable things that they have accomplished. The start and end dates between which the young person undertook their activity ensuring they meet the time scale. Comments should be kept personal, positive and encouraging.

What happens next? If your report was done online, it will go to your Leader for checking and then, if approved, will go into your account. If it is done hard-copy and uploaded by you, you may need to send your Leader a message in the internal messaging system to ask them to review it. If you have handed the hard-copy to the RCT DofE Coordinator then this will be dealt with for you.

Bear in mind that once your report is on, your section can be closed by your Leader – so make sure all the evidence you want to upload is added before the report!

DofE drop in days are run twice a year to enable all students to come to a focussed environment to complete eDofE tasks, ask for guidance or advice or indeed complete group expedition planning including route cards etc.....

SECTION 3. SECTIONS

3.1 Volunteering

This section can be signed off if:

- The participant has volunteered regularly and consistently (an average of an hour a week is a good guideline) over the time period specified at the start of the service (3, 6 or 12 months)
- The organisation is a charity or not-for-profit organisation
- The participant has not received any kind of payment for their services
- The volunteering activity has been at least 75% practical
- You are not related to the participant

3.2 Physical

This section can be signed off if:

- The participant has regularly and consistently (an average of an hour a week is a good guideline) attended a physical fitness activity, whether in a team or alone, over the time period specified at the start of the service (3, 6 or 12 months)
- The participant's fitness and performance in their chosen activity has improved within that time frame
- You are not related to the participant

3.3. Skill

This section can be signed off if:

- The participant has regularly and consistently (an average of an hour a week is a good guideline) practiced their skill over the time period specified at the start of the service (3, 6 or 12 months)
- The participant's skill has improved within that time frame; understanding has been broadened or expertise increased
- The activity is not physical, as this would be included within the physical section
- You are not related to the participant

SECTION 4. EXPEDITIONS.

4.1 Training

All students are required to complete two training days through the RCT once they have registered for the award. These are essential, but only need to be completed once throughout the award levels and prior to embarking on the practice expedition; *that is, if a participant completes both days prior to their Bronze practice, they do not need to complete them again prior to completing their Silver or Gold expeditions.* However, participants are welcome to come to these again to refresh their knowledge as they move to another level of the award, if they wish to.

The training days are run at school and are made up of the following elements:

- Expedition safety, group dynamics, emergency procedures
- The assessment criteria for a successful expedition – the 20 Conditions
- The aim of the expedition
- Map reading skills
- Route Cards and how to plan a route
- Menu planning and nutrition
- Trangia use and stove safety
- Tent packing, maintenance, carriage and use
- Kit including group and individual
- Rucksack fitting, packing and maintenance
- Campsite management
- Highway, Countryside and Watersports Codes
- First Aid (all who demonstrate their knowledge by taking a full active role in this session will secure a British Heart Foundation Heartstart Award).

Anyone unable to attend the training days will have to complete this training through small regular weekly sessions run at DofE club. It is their responsibility to come and complete this, or they will not be able to attend the practice expedition. A register is kept of attendance.

4.2 Planning

The ethos of the award is that the participants complete the expedition section as a group. They are also to plan their expedition together, within the DofE guidelines. ***This is not a school trip, and they need to apply themselves to complete the planning elements both individually and together as a group.***

They will need to formulate themselves into groups of no fewer than four and no more than seven. These groups must be all of the same sex at Bronze level; however, at Silver and Gold, mixed groups are acceptable. I would always suggest groups of five as a minimum, as fours are vulnerable; if one were to be unable to attend, the other three would not make a viable group.

The group will then need to agree on the equipment they need to borrow from the DofE kit store, who will sign for which elements, and how this will be distributed amongst the group during the expedition. *The kit loan forms must be signed by a parent or guardian, as damage or loss will incur a charge.*

They will need to discuss and plan a menu for the expedition, and hand this in to the Coordinator for approval by their supervisor. Nutrition needs to be appropriate for the energy exerted during this expedition, as will be explained during the training.

The group will need to agree on an aim and plan a route and write a route card, including a tracing of the paths they will take, and hand this in to the Coordinator for approval by their supervisor.

They are also responsible for meeting the deadlines set to ensure all documentation is handed in:

- Route card
- Route tracing
- Kit loan request form
- Menu plan
- Consent and medical form
- Payment

These elements of paperwork are required in advance to ensure **volunteer** expedition supervising staff are given ample time to check routes and menus. Route cards, tracings, menu plans, consent forms and medical forms have to be photocopied to ensure that all staff on the expedition have the required information to hand should it be required, and coaches and some campsites must be booked in advance. **Late paperwork or payment is not only an inconvenience to staff, it is also a safety risk.**

4.3. Kit Check

This is compulsory for **all participants at all levels** of the award prior to their practice expedition. These days are planned into the school calendar and the diaries of many staff, and are of paramount importance to ensure your son/daughter has the essential kit required.

Participants will be able to sign for equipment they wish to borrow (if they have handed in the signed kit loan form). *If this is their earliest opportunity to collect borrowed kit, including their rucksack, participants should still bring all personal kit with them for checking, in an alternative bag, holdall or suitcase.*

The kit list for expedition is available from the DofE website.

This day is our only opportunity to check that: the kit packed, including clothing and footwear, is appropriate for the terrain and weather, and it is properly packed; that the group has shared out the equipment sensibly and fairly, and no-one is overloaded; and that their rucksacks fit properly and comfortably. **The kit check, therefore, is a safety requirement.**

The group will meet their supervisor where possible on this day, and discuss their route card, tracing, menu and group expedition aim with them.

All RCT DofE groups are assigned a dedicated supervisor who has: been trained by DofE in Expedition Supervision and the Award itself; has a current DBS with the RCT; and has been trained in

First Aid. We try to keep the same supervisor with the group for practice and qualifying assessed expedition, although this is not always possible as they are all volunteers.

*If participants cannot attend this kit check, they **must** bring their packed rucksack to the RCT DofE Coordinator in school time prior to their expedition for checking. This is not optional.*

Kit must be returned to the RCT DofE Coordinator following the participant's last expedition of the season. All kit, including tents, should be clean, dry and in good order (or details reported for maintenance). The kit should be returned by the person who signed for it to allow it to be signed back in on their loan sheet. *Any damage will be assessed and fair wear and tear is taken into account.* If kit is not returned or is returned damp or damaged through mistreatment, then bills will be raised in accordance with the loan sheet, to allow the RCT to replace this for future students.

4.4. Consolidation of training expedition

This expedition will be offered to all participants who have completed the training in full and met the requirements in the training and planning sections above.

This expedition should be of the same duration as the qualifying assessed expedition and in a similar terrain. All participants are to complete this (sometimes more are required if they are deemed not to be ready for assessment).

Details of the duration of this expedition can be found on the DofE website.

The RCT Bronze consolidation of training expedition is normally completed in Nottinghamshire or Lincolnshire, Silver in Derbyshire and Gold in Yorkshire.

All groups have a dedicated Supervisor for the duration of the expedition who is responsible for their health, safety and welfare throughout. This supervisor should be the first point of contact by participants if they need anything at all, followed by the RCT DofE Coordinator. The supervisor generally will walk with the group at the start of the expedition to check their navigation skills, welfare and group dynamics. Advice will be given throughout the expedition and a feedback sheet may be produced by the supervisor and given to the group detailing areas for development before the qualifying assessed expedition.

4.5. Qualifying / Assessed Expedition

The qualifying or assessed expedition will be offered to all participants who have completed the practice expedition to the required standard and completed all aspects of the planning outlined above.

Generally, groups will stay together for the qualifying/assessed expedition after their practice; however, this is not always an option. Qualifying/assessed expeditions are also normally completed in the same season as the practice; however, this also is not always possible particularly at Gold level.

This expedition will be assessed by a qualified, vetted RCT assessor who has been approved and signed off by the DofE following training and assessment. The assessor is there to uphold the standards of the expedition section in accordance with the assessment criteria, or the '20 Conditions', which can be found on the expedition section of the DofE website.

The RCT Bronze qualifying/assessed expedition is normally completed in the Lincolnshire Wolds, Silver in Derbyshire and Gold in Yorkshire.

As well as an appointed assessor, each group retains a supervisor, who once again remains responsible for their health, safety and welfare throughout. The only difference is that the supervision is more remote and supervisors will not be able to assist the group in any way, unless it is an emergency situation; no map-reading assistance will be provided. The supervisor should be the first point of contact by participants if they need anything at all, followed by the RCT DofE Coordinator. The assessor will introduce themselves to the groups at the start of the expedition. They will set standards expected for the expedition and discuss each group's aim, menus, route and kit. During the expedition they will assess the group from a distance and talk to them at certain stages. At the end of the expedition they will debrief the group and inform them of whether they have met the criteria and passed, or have been deferred, and if so why. A report will be written and added to their eDofE expedition section after the expedition.

4.6. Aim Presentation

All groups have to decide on an aim for their expedition. This aim will become a part of their expedition and will take time during each day to complete. It may be taking photographs, sketching plants or architecture, pressing flowers, bark rubbing, counting mini beasts, taking water samples,

collecting litter, or anything they decide they want to do. This will be discussed with their supervisor at the kit check.

After the expedition, they will be expected to collate all their evidence and present the findings of their aim. The format of this can be chosen by the group; it may be a calendar, report, scrapbook, poster, PowerPoint presentation, rap, video or any other method. The evidence collection and production for the presentation should be a group effort and, once completed, needs to be handed in to the RCT DofE Coordinator. It is recommended this is done within a couple of weeks of the expedition being completed; otherwise the details get forgotten.

4.7. eDofE Expedition Section

Participants will need to login to their eDofE accounts to set up their expedition section. The RCT DofE Coordinator will input the expedition details on their behalf, but they need to add their aim and objective. *The aim is one decided by the group, but the objective is what they as an individual would like to achieve during this section of their DofE award.* Participants will also need to add evidence to the section - photographs of their kit, group equipment, packed rucksack, boots, menu plan, route card and tracing may all be of use. Photographs taken on the expedition are also nice to upload. *The RCT DofE Coordinator will upload any photos taken by the staff team for them.* Participants also need to upload their aim presentation, or a photo of it, once completed.

The RCT DofE Coordinator will ensure the assessor's report is added to the section for the participant, and will sign off the presentation once it has been completed.

SECTION 5. COMPLETION AND VERIFICATION.

Once a participant has completed all sections of their award, it will be approved by the RCT DofE Coordinator and sent to the RCT verifiers. The participants will see a yellow arrow and the text 'Award submitted to LO on DD/MM/YYYY' as shown below.

The screenshot shows a sidebar menu on the left with options like 'Add next level', 'Manage alerts', 'Directly approve', 'Assessor's Reports', 'Add evidence', 'Expedition set up', 'Move participants', 'Subgroups', 'Manage adults', 'Manage infrastructure', 'News', 'Resources', 'Keep Safe', and 'Reports'. The main content area displays participant details: Leaders: Melita Walker, Last sign in: 04/07/2017, Status: Active. Below this is an 'Awards' table with columns for Award level, Enrolment date, Earliest completion date, Volunteering, Physical, Skills, Expedition, and Residential. A row for 'Bronze' shows an enrolment date of 01/09/2016 and an earliest completion date of 28/03/2017. A yellow arrow icon is present in the Skills column, and text below the row reads 'Award submitted to LO on 13/07/2017'. A link below the table says 'Click on the title below to view and edit this participant's details.'

The verifier will go through the planner, evidence, and assessor's report for each of the sections. If the verifier deems the various sections to meet the requirements of the award, it will be signed off by them.

Once this has been done the participant will be able to see a green tick and the date on which their award was completed, as shown below.

The screenshot shows the same sidebar menu. The participant details are: Centre: Carres Grammar School, Licensed Organisation: Carre's Grammar School, Region: Central England, Leaders: Kate Willoughby, John White, Melita Walker, Last sign in: 13/04/2016, Status: Inactive. The 'Awards' table shows a 'Bronze' award with an enrolment date of 18/07/2014 and an earliest completion date of 02/07/2015. A green tick icon is present in the Skills column, and text below the row reads 'Award completed on 18/04/2016'. A link below the table says 'Click on the title below to view and edit this participant's details.'

The RCT has two trained and qualified verifiers, who act on behalf of DofE to uphold the standards of the award. Their role is effectively to check that the Coordinator has not made any mistakes, and to 'second-mark' the awards, much as coursework is marked twice.

At Gold this is further checked by Windsor DofE staff.

When you complete your Gold award you will need to complete a Gold Award Presentation (GAP) form. This is on eDofE in the menu on the left hand side. You will be asked if you wish to receive a badge or brooch, if you wish to go to receive your award from the Duke of Edinburgh (or other Royal Family member) and if so where you want to go to receive this; either St James Palace in London or Holyrood Palace in Scotland; and finally who you would like to take with you. Once the verification has taken place by the RCT it goes to Windsor DofE headquarters where it will be validated. Your Gold Duke of Edinburgh award badge or brooch will then be sent through to the RCT DofE Coordinator. This will be held until the Celebration evening to be presented in lieu of your certificate. The certificate will of course be presented by the Duke of Edinburgh when you receive your date to go to the Palace of your choice. **It is important that your email address in eDofE is correct.**

SECTION 6. CELEBRATION OF COMPLETION

A celebration evening is held annually by the RCT for all participants of the award who have completed a level during that year. This evening is held at school, usually in September or October. The evening includes food, drinks, and a cake, and offers parents the opportunity to see and hear what their young people have achieved. It is an evening of celebration during which we take great pride in presenting the participants with their DofE certificate and badge. We also present first aid certificates to participants and staff, and other special awards to prefects and staff. Sometimes groups will present their aims, and there are usually guest speakers and photographs. I hope all of you will attend this special night in due course.

If a participant wants their certificate for a job interview or similar before the celebration evening, they can of course ask the RCT DofE Coordinator for it in advance. You will still be welcome to attend the celebration evening.

When the invitations come out for this evening, **please RSVP** in good time to allow food and drink to be ordered and waste/cost be kept to a minimum. On the evening, it is of paramount importance that the participant **signs in** to ensure we are aware they are in attendance. Certificates can only be presented to those in attendance, and we therefore need to know you have arrived.

At Gold level the badge/brooch will be presented at this event, but not the certificate, as this is presented at the palace of your choice by the Duke of Edinburgh.

SECTION 7. CONTINUATION TO THE NEXT LEVEL OF THE AWARD

Upon receipt of confirmation within eDofE of your completion of the current level of the award, you can consider if you wish to go on to the next level.

If you do wish to continue, it is extremely important that you continue completing your activities, as you may wish to backdate the next level and continue to use these for your sections.

Please, if you are keen to register straight away, complete the registration form and application form and see the RCT DofE Coordinator as soon as possible. If you wish to wait for the registration evening, this is also fine (usually July).

Often swift consideration from Silver to Gold is required due to the residential section. Students often complete NCS during the summer after GCSE exams or other activities in years 11/12 such as summer schools, Villiers Park etc, which may count towards this section.

SECTION 8. STAFF

The RCT DofE Coordinator is the only employed member of staff involved in the award. This is a part-time position.

The RCT is a DofE-licensed organisation, licensed by the Central England DofE area. The RCT pays for this licence on an annual basis to enable us to offer the award to our students. Part of the cost of student registration goes towards this annual licensing fee.

All instructors, supervisors, assessors and verifiers are volunteers who give their time freely in support of your child. These volunteers are all DBS-cleared and first-aid trained, and completes the relevant DofE training courses required for their respective positions.

All expeditions are approved under the RCT external trips and visits policy by the governors, as well as by DofE at Central England.

If you are interested in getting involved please contact dofe@robertcarretrust.uk all training is provided and funded and you need no prior knowledge other than a love of the outdoors and a sense of humour.

SECTION 9. PREFECTS

The RCT DofE Coordinator advertises annually for 6th Form DofE Prefects. This is normally towards the end of summer term to begin the following school year; and therefore runs seasonally eg 2019/2020.

Application forms are required and selection is completed prior to appointment. Terms of reference are available.

Upon appointment prefects are issued with a personalised T-Shirt and Certificate. If they chose they can use this as the volunteering section for their award however they have to complete 1 hour of duties a week to comply with this and the coordinator will be their assessor.

SECTION 10. BRITISH HEART FOUNDATION

The Robert Carre Trust is affiliated to the British Heart Foundation and have instructors qualified to deliver the Heartstart First Aid Course. This is completed during one of the expedition training days and if the students complete this element of training and demonstrate fully the practical parts of the course they will be accredited with the qualification and receive a certificate at the Celebration evening.

SECTION 11. CANADIAN EXCHANGE RESIDENTIAL OPPORTUNITY

The Robert Carre Trust has formed a close link with the DofE International Award Canada and runs annually an exchange program. A Canadian student comes on our Gold expedition and one of our students goes to Canada to complete their residential section. This is advertised and applications welcomed for anyone who will be aged 18 on the date of travel. Applications usually January and selection in April to travel in July of the same year.

SECTION 12. FORMS

All forms listed below are available from the School websites from the Duke of Edinburgh page.

- DofE Registration Form
- DofE Route Card/Activity Plan
- RCT Application Form
- RCT Student/Parent Guidance Booklet
- RCT EV14 DofE Code of Conduct
- RCT EV13 Student Health & Emergency Contact Form
- RCT Menu/Meal Planner
- RCT Expedition Kit List
- RCT Loan of DofE Equipment
- RCT Prefects ToRs
- RCT Prefects Application Form
- RCT Canadian Exchange Residential Application Form