CANSFIELD

ACHIEVING EXCELLENCE TOGETHER

THE DUKE OF EDINBURGH'S AWARD

# Bronze Duke of Edinburgh

## *Information Booklet*

# Section 1: Introduction and Sections

Welcome to your Bronze Duke of Edinburgh Award! You have made an amazing decision by signing up for this award, and we hope you enjoy doing it as much as we enjoy supporting you on your journey.

***Requirements***

The Award is split into four sections: Volunteering, Physical, Skills and Expedition. You need to choose a volunteering activity, a physical activity and a skill, each of which should have an aim. You need to complete one hour a week for each section. You can do all three at the same time, or one at a time, it's completely up to you. You must do 3 months for two of the sections, and six months for the other one, the choice is yours as to which one you do for longer. More information about each section can be found on the next pages. These are suggestions to help provide some inspiration and is not an exhaustive list.

You must have decided on what you are doing for each section and have uploaded this to eDofE before we finish for Christmas 2023. This does not mean you need to have started all the sections, and you can still change your mind after this if you wish to, but you must have the information on there and have a plan as to when you will start them by the Christmas holidays. This is to ensure that everyone is on track to complete the Award by the end of the school year. We will be holding information sessions, so do not feel like you need to choose or start any of these yet.

***Expedition***

The expedition will take place in June 2024. You do not need to do anything for the expedition section yet. We will be holding training sessions once a week that you need to attend to give you all of the information and skills that you will need to take part in the expedition. We will be holding numerous Parent Evenings as well which will keep parents fully informed on all four sections and dates will be given out at these sessions.

***Cost***

In order to cover the cost of enrolment onto the programme, and to go towards campsite fees and equipment, we will be charging £35.00 per student. Payment details are on the letter.

THE DUKE OF EDINBURGH'S AWARD

# Programme ideas: Volunteering section

When completing each section of your DofE, you should develop a programme which is specific and relevant to you. This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a Volunteering section programme of your own.

You can find more information at **DofE.org/do** and there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

### It's your choice...

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.

### Help with planning

You can use the programme planner on the website to work with your Leader to plan and agree your activity before you start.

Before you begin, it is important to check that your volunteering meets the criteria for businesses and family members (see **DofE.org/do** for the requirements).

## Helping people

- ☐ Helping children
- ☐ Helping children to read in libraries
- ☐ Helping in medical services e.g. Hospitals
- ☐ Helping older people
- ☐ Helping people in need
- ☐ Helping people with special needs
- ☐ Tutoring
- ☐ Young carer
- ☐ Youth work

## Community action & raising awareness

- ☐ Campaigning
- ☐ Cyber safety
- ☐ Council representation
- ☐ Drug & alcohol education
- ☐ Home accident prevention
- ☐ Neighbourhood watch
- ☐ 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

## 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
- ☐ Head student
- ☐ 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
  - Volunteer Cadet Corps
  - Army Cadet Force
  - Boys' Brigade
  - CCF
  - Church Lads' & Girls' Brigade
  - Girlguiding UK
  - Girls' Brigade Sports
- ☐ Leadership Music tuition

THE DUKE OF EDINBURGH'S AWARD

# Programme ideas: Physical section

When completing each section of your DofE, you should develop a programme which is specific and relevant to you. Many of the DofE programme activities can be adapted to meet the needs of young people with disabilities and some, referred to as adapted sports, are unique to disabled people.

This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a physical programme of your own.

You can find more information at **DofE.org/do** and there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

### It's your choice...

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.

### Help with planning

You can use the programme planner on the website to work with your Leader to plan and agree your

## Individual sports

- Airsoft
- Archery
- Athletics (any field or track event)
- Biathlon/Triathlon/ Pentathlon/ Aquathon Bowls
- Boxing
- Croquet
- Cross country running
- Cycling
- Fencing
- Field Gun
- Geocaching
- Golf
- Gymnastics Horse riding
- Modern pentathlon
- Motocross
- Orienteering
- Paintballing
- Pétanque
- Roller blading
- Roller skating
- Running
- Static trapeze
- Supercross
- Ten pin bowling
- Trampolining
- Wheelchair fencing
- Wrestling

## Water sports

- Canoeing
- Diving
- Dragon Boat Racing
- Free-diving
- Kite surfing
- Kneeboarding
- Rowing & sculling
- Sailing
- Skurfing
- Sub aqua (SCUBA diving & snorkelling)
- Surfing/body boarding
- Swimming
- Synchronised swimming
- Underwater rugby
- Wakeboarding
- 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) dancing
- Scottish/Welsh/ Irish dancing
- Street dancing/ breakdancing/ hip hop
- Swing
- Tap dancing

## Racquet sports

- Badminton
- Matkot
- Racketball
- RacketlonRackets
- Rapid ball
- Real tennis
- Squash
- Table tennis
- Tennis
- Wheelchair tennis

## Fitness

- Aerobics
- Fitness classes
- Gym work
- Medau movement
- Physical achievement Pilates
- Running/jogging
- Walking
- Weightlifting
- Wii-fit
- Yoga

## Extreme sports

- BMX
- Caving & potholing
- Climbing
- Free running (parkour)
- Ice skating
- Mountain biking
- Mountain unicycling
- Parachuting
- Skateboarding
- Skydiving
- Snow sports (skiing, snowboarding, snowkiting)
- Speed skating
- Street luge

## Martial arts

- Aikido
- Capoeira
- Ju Jitsu
- Judo
- Karate
- Kendo
- Kuk Sool Won
- Mixed martial arts
- Self-defence
- Sumo
- Tae Kwon Do
- Tai Chi

## Team sports

- American football
- Baseball
- Basketball
- Boccia
- Camogie
- Cheerleading
- Cricket
- Curling
- Dodge disc
- Dodgeball
- Fives
- Football
- Frame football
- Futsal
- Gaelic football
- Goalball
- Handball
- Hockey
- Hurling
- Ice hockey Kabaddi
- Korfball
- Lacrosse
- Netball
- Octopushing
- Polo
- Quadball
- Roller derby
- Rogaining
- Rounders
- Rugby (union/League)
- Sitting Volleyball
- Sledge hockey
- Sledge ice hockey
- Softball
- Stoolball
- Tchoukball
- Tug of war
- Ultimate flying disc
- Volleyball
- Wallyball
- Water polo
- Wheelchair basketball
- Wheelchair rugby

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# Programme ideas: Skills section

When completing each section of your DofE, you should develop a programme which is specific and relevant to you. This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a Skills programme of your own.

You can find more information at **DofE.org/skills** and there is a range of exciting opportunities to help you complete this section at **DofE.org/finder**.

### It's your choice…

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.

### Help with planning

You can use the programme planner on the website to work with your Leader to plan and agree your activity before you start.

## Performance arts

- ☐ Ballet appreciation
- ☐ Ceremonial drill
- ☐ Circus skills
- ☐ Conjuring & magic
- ☐ Majorettes
- ☐ Puppetry
- ☐ Singing
- ☐ Speech & drama
- ☐ Theatre appreciation
- ☐ Ventriliquism
- ☐ Yoyo extreme

## Science & technology

- ☐ Aerodynamics
- ☐ Anatomy
- ☐ App design
- ☐ Astronomy
- ☐ Biology
- ☐ Botany
- ☐ Chemistry
- ☐ Coding/ programming
- ☐ 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
- ☐ Looking after birds (i.e. budgies & canaries)
- ☐ Pet care – health/training/ maintenance
- ☐ Pigeon breeding & racing

## Music

- ☐ Church bell ringing
- ☐ Composing
- ☐ DJing
- ☐ Handbell ringing
- ☐ 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 & recreation

- ☐ Cards (i.e. bridge)
- ☐ Chess
- ☐ Clay target shooting
- ☐ Coxing
- ☐ Cycle maintenance
- ☐ Darts
- ☐ Dominoes
- ☐ Fishing/fly fishing
- ☐ Flying
- ☐ Gliding
- ☐ Go-karting

*continued over...*

- [ ] 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
- [ ] Driving: car maintenance/car road skills
- [ ] Driving: motorcycle maintenance/ road skills
- [ ] Event planning
- [ ] First aid – St John/St Andrew/ BRCS
- [ ] 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
- [ ] Coins
- [ ] Collections, studies & surveys
- [ ] Comics
- [ ] Contemporary legends
- [ ] Costume study
- [ ] Criminology
- [ ] Dowsing & divining
- [ ] Fashion
- [ ] Forces insignia
- [ ] Gemstones
- [ ] Genealogy
- [ ] Heraldry
- [ ] History of art
- [ ] Language skills
- [ ] Military history
- [ ] Movie posters
- [ ] Postcards
- [ ] Reading
- [ ] Religious studies
- [ ] Ship recognition
- [ ] Stamp collecting

## Media & communication

- [ ] Amateur radio
- [ ] Blogging
- [ ] Communicating with people who are visually impaired
- [ ] Communicating with people who have a hearing impediment
- [ ] Film & video making
- [ ] Journalism
- [ ] Newsletter & magazine production
- [ ] Signalling
- [ ] Vlogging
- [ ] 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
- [ ] Soft toy making
- [ ] Tatting
- [ ] Taxidermy
- [ ] Textiles
- [ ] Weaving and spinning
- [ ] Wine/beer making
- [ ] Woodwork

# Section 2: Expedition

The Expedition section is something we will work towards throughout the whole year. We will work in large groups until after Christmas, at which point we will ask students for a second time the best day for them to attend training sessions. At this point, students will be put into a group of 4-7 people, and will attend training sessions as a group, working together to prepare for the Expedition which will take place in June 2024.

***Groupings***

We anticipate to put students into expedition groups around the start of February. You will be in a group of minimum 4 people and maximum 7. This is a Duke of Edinburgh requirement. Before this, we will ask you to nominate one person that you would like to be in a group with, however we will be allocating the groups ourselves to ensure a good balance of skills within each groups, and changes will not be permitted unless absolutely necessary (parental contact will be needed).

***Mobile Phones***

Acceptable use of mobile phones will be permitted during training sessions (e.g. making a note of dates, taking photographs for evidence as required etc.).
During the Expedition itself, mobile phones will need to be handed in just before students set off. They should be turned off and will be kept safe by staff. Students will keep one mobile phone per group, which will be switched off and in a sealed bag. This is only to be used in the case of emergency when there is not a member of staff with you. This includes being lost and unable to locate yourself to get back on route - after the agreed time has elapsed, - medical emergencies, and other acceptable emergency situations. Use of a mobile phone outside of these reasons is not permitted whilst walking or at the camp site, and students will risk failing the expedition themselves, and their entire group.

***Equipment***

| School will provide the following equipment for all students: | Students will be expected to bring the following equipment themselves: | |
|---|---|---|
| • Map<br>• Compass<br>• Route Card<br>• Trangia (Cooking Stove)<br>• Backup water<br>• Paper and pencil | • Walking boots<br>• Backpack (65L)<br>• Change of clothes<br>• Underwear/socks<br>• Jumper(s)<br>• Sleepwear<br>• Waterproofs<br>• Toiletries | • Sleeping mat<br>• Sleeping bag<br>• Tent<br>• Snacks/Lunch<br>• Food to cook<br>• Adequate water<br>• Suitable pants (not jeans) |

School does have a small number of the following pieces of equipment which can be loaned if needed, but advance notice is crucial as we only have a limited amount:

- Backpacks
- Sleeping mats
- Sleeping bags
- Tents

For eligible students, we can also support towards the cost of other equipment such as walking boots – again, advance notice is crucial

***Training***

Training for the expedition will take place in one hour after school sessions. Sessions will be repeated on different nights in the same week, however students are encouraged to attend on the same day of the week as much as possible. We ask for their best day as part of the application process, and this will be for October until February. We will ask again after Christmas, which will allow them to change their training day for the period of February to June. The training day they choose for February to October will assist in the group selections e.g., they will be put into groups with people that can attend on the same day as them.
The training sessions will be broken into the following categories:

| Category | Number of sessions | Term |
|---|---|---|
| First Aid | 5 | 1.2 |
| Legal | 2 | 1.2 / 2.1 |
| Map Skills | 2 | 2.1 |
| Camp Craft | 5 | 2.2 |
| Practice Expedition Preparation | 2 | 2.2 |
| Route Planning | 5 | 2.2 / 3.1 |
| Route Cards | 3 | 3.1 |

Individual timetables will be given to students at set points throughout the year with more detail on what the sessions will be on, and the days that they are due to attend. Attendance will be monitored at these sessions to ensure that students have obtained enough skills they need to be able to carry out the expedition independently.

***Expedition Requirements***

The DofE issue conditions that must be met in order for them to pass the Expedition section of their Award, which can be found overleaf. Can we please draw your attention to the highlighted sections.

# The 20 Conditions of the Expedition section

## DofE qualifying expedition conditions

| | | |
|---|---|---|
| Planning the expedition | 1 | The team must plan and organise the expedition; all members of the team should be able to describe the role they have played in planning. |
| | 2 | The expedition must have an aim. The aim can be set by the Leader at Bronze level only. |
| | 3 | All participants must be within the qualifying age of the programme level and at the same Award level (i.e. not have completed the same or higher level of expedition). |
| | 4 | There must be between four and seven participants in a team (eight for modes of travel which have tandem) |
| | 5 | The expedition should take place in the recommended environment.<br>**Bronze:** Expeditions should be in normal rural countryside – familiar and local to groups.<br>**Silver:** Expeditions should be in normal rural, open countryside or forest – unfamiliar to groups.<br>**Gold:** Expeditions should be in wild country (remote from habitation) which is unfamiliar to groups. |
| | 6 | Accommodation must be by camping or other simple self-catering accommodation (e.g. camping barns or bunkhouses). |
| | 7 | The expedition must be of the correct duration and meet the minimum hours of planned activity.<br>**Bronze:** A minimum of 2 days, 1 night; 6 hours planned activity each day.<br>**Silver:** A minimum of 3 days, 2 nights; 7 hours planned activity each day.<br>**Gold:** A minimum of 4 days, 3 nights; 8 hours planned activity each day. |
| | 8 | All expeditions must be supervised by an adult (the Expedition Supervisor) who is able to accept responsibility for the safety of the team. |
| | 9 | Assessment must be by an accredited Assessor. At Bronze level only, the Assessor may also be the Expedition Supervisor. |
| | 10 | Expeditions will usually take place between the end of March and the end of October. They may take place outside this period, if so, non-camping accommodation options should be considered. |
| Training and practice | 11 | Participants must be adequately trained to safely undertake a remotely supervised expedition in the environment in which they will be operating.<br>**Bronze:** Teams must complete the required training.<br>**Silver:** Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights.<br>**Gold:** Teams must complete the required training and a practice expedition of a minimum 2 days, 2 nights |
| During the expedition | 12 | All expeditions must be by the participants' own physical effort, without motorised or outside assistance. Mobility aids may be used where appropriate to the needs of the participant. |
| | 13 | All expeditions must be unaccompanied and self-sufficient. The team must be properly equipped, and supervision must be carried out remotely. |
| | 14 | Teams must possess the necessary physical fitness, first aid and expedition skills required to complete their expedition safely. |
| | 15 | Groups must adhere to a mobile phone use policy as agreed with their Expedition Supervisor and Assessor. This agreement should also include use of other electronic equipment. |
| | 16 | Participants must behave responsibly with respect for their team members, Leaders, the public and animals. |
| | 17 | Groups must understand and adhere to the Countryside /Scottish Outdoor Access, Highway and Water Sports Codes (as appropriate). |
| | 18 | Participants must plan an appropriate expedition menu, including cooking and eating a substantial hot meal on each day. This is optional on the final day. |
| Post expedition | 19 | Participants must actively participate in a debrief with their Assessor at the end of the expedition. |
| | 20 | At Silver and Gold level, a presentation must be prepared and delivered after the expedition. |

The Duke of Edinburgh's Award is a Registered Charity No: 1072490, and in Scotland No: SC038254, and a Royal Charter Corporation No: RC000806.
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# Section 3: Useful Links and Contact Details

***Useful Links***

The Duke of Edinburgh is an internationally recognised Award that boosts young peoples employability by instilling myriad of skills within them such as team work, resilience, commitment, self-motivation and an appreciation for their local community and environment.

The DofE website has lots of information and resources available:

For further information on the four sections: https://www.dofe.org/do/sections/

For ideas for each section: https://www.dofe.org/do/ideas/

For parent/carer information: https://www.dofe.org/do/parents/

For latest statistics: https://www.dofe.org/statistics/

***Key Dates***

| | |
|---|---|
| Application Deadline | Friday 22nd September 2023 |
| Parent Evening 1 | Wednesday 18th October 2023 |
| Section Decision Deadline | Friday 22nd December 2023 |
| Training Day Deadline | Friday 26th January 2024 |
| Parent Evening 2 | Friday 2nd February 2024 *(provisional)* |
| Practice Expedition | Saturday 5th May *(provisional)* |
| Parent Evening 3 | Friday 18th May 2024 *(provisional)* |
| Qualifying Expedition | 15th/16th June 2024 *(provisional)* |
| Qualifying Expedition | 22nd/23rd June 2024 *(provisional)* |

***Contact Details***

If you have any other questions, please do not hesitate to contact us. Email is much preferred as I can get back to you much faster, but please call if you need to discuss anything.

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