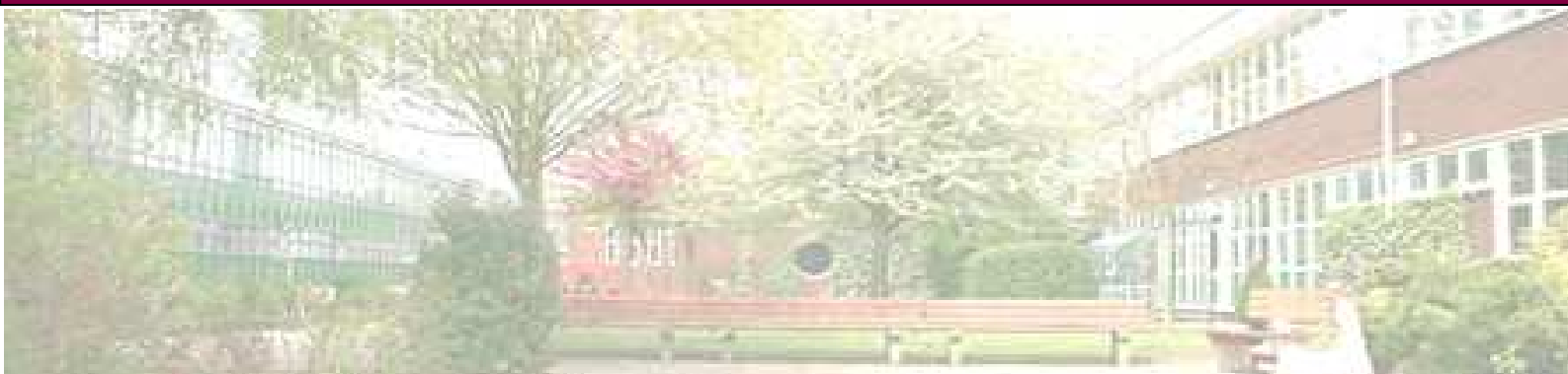




WOLGARSTON HIGH SCHOOL
STAFFORDSHIRE



Student Guide



The Duke of Edinburgh's Award and Wolgarston High School

Welcome!

It is with great delight that I am pleased to announce that we are able to provide our students with the opportunity to participate in The Duke of Edinburgh's Award.

This booklet will provide you with the necessary information to help you start your personalised journey with us.

One of the guiding principles behind the D of E is that you choose your own programme, your own challenges, your own areas of personal development to achieve your Bronze, Silver or Gold Duke of Edinburgh's Award.

As Head of Additional Awards and D of E coordinator, I will be here to help and guide you through your journey. Look through this booklet carefully and spend some time thinking about whether this award is for you. If you do decide to take the challenge and demonstrate the commitment and determination to complete an award, I can assure you that you will have amazing experiences and adventures!

Miss Richmond
Head of Additional Awards

j-richmond@wolgarston.staffs.sch.uk



My Message to Young People at Wolgarston

As D of E Coordinator I am here to help motivate you when you get down, and give you all the support you may need. It's your programme with your own challenges – if you think you've bitten off more than you can chew, don't give up! Come and see me, and we'll sort it out together. You'll never be alone when achieving your award, you'll make lots of new friends from all types of backgrounds, learn lots of new skills and obviously learn how to be an effective explorer!

Personally I have the Bronze and Silver Awards and have completed everything except my residential at Gold level...sadly being over 25 I can't complete and go to Buckingham Palace. During my time I have learnt how to abseil, rock climb, and relax with yoga. I can drive a car and cook the most marvelous cakes. I can make clothes, strange pottery, models, quilts and much more. I know about Rescue and Emergency First Aid, and I have taught English to trainee footballers whilst I was working at a French football college.

I have gone on night orienteering sessions and even entered a night navigation competition! Stream scrambling and mountaineering were exciting and I can't even begin to tell you about all the adventures I had during my expeditions... I can honestly say that there will be times when you will want to give up, when it's inconvenient to go to your volunteering session, when your hands are bleeding from volleyball (that was my sister) and when you're soaked to the skin after falling into a stream (that was my brother), but at the end of it all, after you've kept going, shown a strength of character that even your mates didn't know you had, you will be ecstatic and proud of yourself (me sliding down a hill like a turtle in the middle of the Borneo rainforest).

If you think you have what it takes, to set yourself challenges to learn new skills, develop existing skills to a further level, meet new people in your community and in the process learn a lot about your strengths and yourself – then the D of E is for you!

I'm looking forward to helping you accomplish your award.



Next Steps

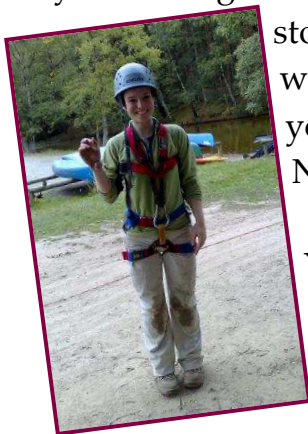
So, you've decided to take up the challenge, what now?

At lunchtimes in the D of E space you will find a comfortable place to relax, chat with other people doing the award and download information about where to do your chosen sections and the linked requirements to pass.

You'll find possible contact information and support there too, not only from myself but other adults in school who want to help you participate in the award. In fact, lots of the clubs and lunchtime activities can qualify for sections...so keep an eye out!

To make sure that the Wolgarston D of E group plays a key role in school life, and to help develop enterprise skills, by agreeing to join our group you will have to help at key school events which will help to raise money for local charities and you will have to help in our fundraising efforts to reduce the cost of your expedition training.

Our practical expeditions will be run by an external provider, although the key training will be run by me and a group of volunteers from Wolgarston. The training sessions are crucial to your survival in the wilderness and so, by agreeing to join Wolgarston D of E, you are agreeing to complete all training evening sessions. Nothing to worry about, these will be about once a month.



You will have to fill in an application form to join the Wolgarston D of E group which will help us to get to know you and for you to be clear about our requirements.



The eDofE Account

When you start doing your D of E, you pay a small fee for your participation place, which includes your eDofE account, Welcome Pack and certificate and badge when you achieve your Award. You will also pay a small fee for admin costs.

eDofE is a new interactive online system that will help you manage your D of E programme and help me and our leaders monitor your progress. You also get a *Welcome Pack* for participants, which contains a '*Keeping Track*' booklet for you to record your progress offline too.

You must use your eDofE account to record your progress and upload evidence. Evidence can be diary-style short written pieces, photos, scanned certificates, examples of work, anything which proves you have been participating and making progress for the required amount of time. You must receive your eDofE account to do your D of E programme. Once your application form has been processed you will be given your *Welcome Pack* and your username and password to access your eDofE account.



The Welcome Pack

The Welcome Pack is what you receive when you start your D of E programme. There are different packs for each level (Bronze, Silver and Gold). Each pack contains an outer card box to store the elements of the pack. You can also add your own notes into it. It also contains:

The Little Book of D of E – a booklet introducing the D of E programme.

Keeping Track – a booklet explaining eDofE with space for you and Assessors to record D of E activity.

Assessor Cards – four (five at Gold) – simple cards to hand to your Assessors which outlines the section.

Cotswold Discount Card – to get 15% off Cotswold outdoor equipment stores.

Time Scales

There are three levels of programme you can do which, when you've successfully completed lead to a Bronze, Silver or Gold Duke of Edinburgh's Award. The main differences between them are the minimum length of time it takes to complete them, how challenging it is and the minimum age you can start.

Depending on your age, you are free to start at any level but most people prefer to try for Bronze and work upwards. There are age restrictions for each one so it makes sense to build yourself up rather than dive in at the deep end.

Don't forget, you have until your 25th birthday to complete whichever level you're working on and achieve an Award.

The table below shows the different overall age restrictions and time requirements for each level.

Level	Minimum age you can start	Minimum Length of time	Length of time if you have achieved the previous level
Bronze	14 years	6 months	n/a
Silver	15 years	12 months	6 months
Gold	16 years	18 months	12 months

Look in your eDofE account to see how long you need to do each section for and you can then decide which one you wish to work on for a shorter or longer period.

The D of E's not about a quick burst of enthusiasm – you can't just do your activities over just a few days/weeks. You'll need to do each activity regularly over the required number of months.

You cannot total up the hours so it adds up to the months required. To successfully complete your D of E programme, you need to check that your hours spread over the period of months.



Starting Your Programme

Once you receive your *Welcome Pack* and eDofE account you need to **log on to eDofE and fill in your personal details.**

You will need to decide how long you want to do each section for to meet the D of E's basic time requirements. You can then decide on your choice of activity for each section and develop a programme. You must then find an Assessor and possibly a Supervisor for each section.

Remember, you should develop a **programme** which is specific and relevant to you – the possibilities are endless! There are lots of activity ideas listed on the D of E website and in eDofE, which you could do, or just use these ideas as a starting point to create a programme of your own.

Once you've decided what you want to do, use the programme planners **on the D of E website or on eDofE** to work with me so I can help to plan your activity.

Remember, with any activity you will need to:

- ◆ make sure you have had health and safety training necessary
- ◆ set yourselves goals which are challenging and achievable
- ◆ find someone to support and assess you and let your Assessor know what your goals are
- ◆ improve existing skills/ gain new talents
- ◆ collect evidence to show your progress.

If the activity is not listed anywhere on the D of E website, then speak to me as we must have permission from D of E before you start doing your activity. **It must meet the D of E criteria, which I can check on my Coordinator's eDofE account site.**

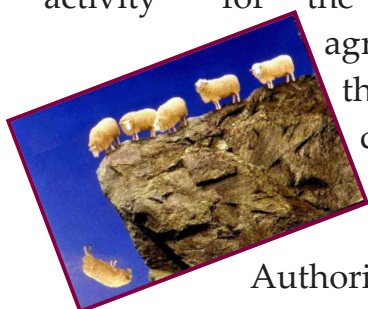
One activity you're already doing can count towards your Award if it was done in the previous 3 months and fits the principles, conditions and age requirements.

Residential (Gold only) – If you have an idea for a residential and you are checking to see if it would be permitted, then you should get approval from your D of E Leader/Co-ordinator and Operating Authority.

Once You've Decided on Which Volunteering, Skill and Physical Activity To Do...

On every session for that activity, get evidence. Use the pages in the Keeping Track booklet and scan it in/photograph it or take audio files, photos or footage with your phone or camera. You can also upload documents or just type a report into eDofE.

When you have done your chosen activity for the required timescale and met your agreed aims with your Assessor then they should get the activity and evidence



approved by me as your D of E Coordinator on eDofE. Our Operating Authority will check it and you will receive a D of E Badge and Certificate.

If it is not approved – I/Operating Authority will contact you if there is a problem with a section(s). You will be asked to explain or correct a problem. There are many reasons for why your Award may not be approved, for example: if you've done the wrong activity for a section (e.g. trying to use football as a skill, it comes under physical), if you did not spend enough time on a section, if you haven't got a enough evidence, if the wrong dates are entered, if the expedition details are incorrect etc. To stop this from happening, make sure I approve your choices before you start!



The Expedition Section

You must plan, prepare for, practice and do your Expedition. Simply you need to form a team and go on an unaccompanied journey with help from your Supervisor and your Leader.

Timescales for qualifying expeditions		
Level	Duration	Minimum hours of planned activity each day
Bronze	2 days and 1 night	At least 6 hours during the daytime (at least 3 of which must be spent journeying)
Silver	3 days and 2 nights	At least 7 hours during the daytime (at least 3½ of which must be spent journeying)
Gold	4 days and 3 nights	At least 8 hours during the daytime (at least 4 of which must be spent journeying)

Time associated with overnight accommodation and catering is additional to the minimum daytime hours of planned activity.

What To Do in Five Simple Steps

- 1. Preparation** – You need to research what you want to do, who you're going to do it with and how you're going to travel and what you're going to study or achieve on route, then agree it with your Leader. At each level the environment you visit gets tougher and there are few other conditions your journey should match.
- 2. Training** – You need to make sure you're trained in your mode of travel and have completed the Expedition Training Framework. You will do this training at Wolgarston and with the Expedition Provider.
- 3. Practice Expedition** – You must do enough practice to ensure you can travel safely and complete your qualifying expedition. Silver and Gold practice expeditions must include at least 2 consecutive nights away. If you do not have the skills to undertake the expedition safely and have the correct level of fitness, you may not be allowed to complete your Qualifier!
- 4. Qualifying expedition, debrief and presentation** – the best bit – actually doing it! You must go on your journey, observed by an accredited D of E Assessor. Your Assessor will debrief the team and you will need to prepare and give a presentation on your aims and experiences.
- 5. Assessment** – To complete your D of E programme you must meet your Assessor to talk about what you've done and make sure they sign it off.

The Presentations



The **Bronze or Silver Award presentations** are organised locally where there is a big celebration of all the D of E participants who have achieved their awards that year. It is a great event with guest speakers and young performers.



For the **Gold presentation** you will be invited to a national presentation at one of the Royal palaces to receive your certificate.



Going for Gold

Two Old Wolgarstonians were at Buckingham Palace in February 2010 to collect their Gold Duke of Edinburgh's Award from the Duke himself. Thomas Askew and Katie McKay completed the Award when they were with us in Year 13 the previous year.





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