

The Duke of Edinburgh Award:- Completing your award on-line using EDOFE.

SETTING UP

1. Logon to www.edofe.org and begin by editing the Volunteering, Physical and Skills section. Enter what you intend to do, (or what you have done already) and make sure you include the name of the person who is going to assess you. Please note, assessors CANNOT be related to you!
2. Submit your details for approval.
3. You will get a message either confirming that your proposed activity is approved, or there will be a reason as to why it has been rejected, together with advice on what to do next.
4. For the expedition section, some of this will have been completed on your behalf already – you must add the aim and goals of the expedition. The aim of the expedition will be the topic of your final presentation!

ADDING EVIDENCE

5. You next need to upload evidence that you have actually completed the section. You can upload pictures, documents, videos (as much as you like) but the vital piece of evidence is the ASSESSOR's REPORT. Ideally you should give your assessor the section in your Welcome pack to complete as it has guidance for completion. You can then scan this in and upload it.
6. The report must comment on whether you achieved your goals (you will have mentioned this already when uploading your proposals). It must also mention the timescale and have the name and signature of the assessor, together with the dates you spent on the activity.
7. You will get a message either to confirm you have passed that section or that there are issues with the evidence, in which case further guidance will follow.

Please contact Mr Sutton if you have any problems with the uploading or you cannot remember your logon details. If you have forgotten your password then click on the *forgot your password?* option and a new password will be sent to the e-mail address you originally provided.

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