



**Arthur Mellows Village College Student
Information and Enrolment Booklet**



ARTHUR MELLOWS VILLAGE COLLEGE





ARTHUR MELLOWS VILLAGE COLLEGE



Dear Student

Welcome to the Duke of Edinburgh's Award at Arthur Mellows.

This booklet contains information about the Award in general and gives advice on how to complete each of the four sections. It runs in conjunction with the information given during the presentation and can be supplemented by visiting the Duke of Edinburgh's Award website: www.dofe.org

We hope by the end of the evening, you are able to make an informed choice as to whether the Duke of Edinburgh's Award is for you. If so, please complete both enrolment forms at the back of the booklet and return them with a non-refundable deposit of £40.00 to the Finance Office by Thursday 3 October 2019. The full cost is £70.00 and the remainder of £30.00 needs to be paid by Thursday 5 December 2019. Please contact Mrs Ward or Mr Pepper, in confidence, if you are unable to meet this cost.

Should you have any questions or queries about the Duke of Edinburgh's Award at Arthur Mellows Village College, please do not hesitate to ask at the end of the evening.

Regards

MRS E WARD
Award Coordinator

MR J PEPPER
Assistant Award Coordinator



What is the Duke of Edinburgh's Award?

A Duke of Edinburgh's Award is so much more than a 'pat on the back' for completing a programme of activities. It is recognition of a young person's successful journey of self-discovery and development, renowned by employers and universities alike for the qualities young people have who've achieved a DofE Award.

Its balanced programme develops the whole person - mind, body and soul, in an environment of social interaction and team working.

There are three progressive levels of DofE programmes which, when successfully completed, lead to a Bronze, Silver or Gold Duke of Edinburgh's Award.

What's involved in the Duke of Edinburgh's Award

The most well-known section of the award is the expedition, but equally important are the skill, volunteering and physical sections.

Whilst the expedition section is organised through the college it is the student's responsibility to organise the other sections themselves. Before starting these sections students should also establish who their Assessor will be, check they are willing to sign off the section, and inform them what they want to achieve.

What's an Assessor?

An Assessor checks on your progress and agrees the completion of a section of your programme. They will sign off the relevant Assessor's report for that section, which you then upload onto eDofE.

An Assessor can be anyone who is interested in helping you to achieve, has some knowledge of the activity you are doing and can be available over the time you're doing it.

From the local football club coach to a charity shop manager, from the neighbour who's a web designer to the conservation expert leading a residential week, just about anyone can be an Assessor for the Volunteering, Physical, Skills and Residential sections. **However, they MUST be independent. Therefore, they CANNOT be a member of your family.**



How much do I need to do?

The Volunteer, Physical and Skills sections should be completed for at least one hour per week, which should easily fit in around your studies, family and social life. How long you complete each activity for depends on what level you are completing.

You cannot condense the timescale for the activities. For example, it is not acceptable to do 12 hours of volunteering during the Christmas holidays.

Bronze

Volunteering, Physical and Skills sections: should all be completed for at least 3 months, and one section should be completed for an additional 3 months.

Expedition section: 2 days /1 night (in hostel accommodation)

Silver

Volunteering section: 6 months

Physical and Skills section: one section for 6 months and the other for 3 months

Expedition section: 3 days / 2 nights (camping)

Gold

Volunteering section: 12 months

Physical and Skills section: one section for 12 months and the other for 6 months

Expedition section: 4 days / 3 nights (camping)

Residential Section: A shared activity in a residential setting away from home for 5 days and 4 nights.



What are the different sections?

Volunteering

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.

Volunteering **MUST** be completed for a charity or not-for-profit organisation. For example you could help clean the church, but could not help you elderly neighbour by cutting their lawn.

Physical

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.

This can include any club you attend during lunchtime, after College or any activity you presently do outside school eg horse riding, team games and martial arts.

Skills

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. This can be something that you already do, such as playing a musical instrument or Drama Club, or it can be a completely new activity.

Be extra careful to check your activity is listed on the ideas page – students often fall foul of this by selecting activities they believe are skills, but are not considered so under the DofE Award. For example, Ballet is not considered a skill, but you may wish to consider Ballet Appreciation (but make sure you understand what this is before starting).

Can I use the same place to do all the different sections?

You must show some variety in the award. It is not permissible to do all three sections at the same place. For example Sports Leadership with a local football team as a skill, volunteer coaching at a local football team and playing football as a physical activity is not allowed.



Expedition

Going on an expedition gives you the chance to have an adventure, work as a team, and act on your own initiative. The team you walk with will be 4-7 people. You decide which team you wish to join.

For safety and enjoyment, students must attend the training sessions, which take place after school. You must take part in a practice expedition (during which you will get further training on navigation skills) before completing the qualifying expedition.

At Bronze level groups have to walk about 6 hours on two days carrying all the equipment and food they need for an overnight stay. They are assessed on your navigation skills, teamwork and camp craft. Packing rucksacks to keep the weight down is a skill in itself!

Students will be allocated to group A or B expedition dates on a first come first served basis. Once assigned students will not be able to swap dates.

At Bronze level students are no longer required to camp, but will stay in basic accommodation. However, students are not permitted to use facilities that would not be available at a campsite.

Residential – Gold Award only

If you're going for your Gold DofE Award, you need to complete an additional Residential section. You can choose from a range of residential activities – from helping at a National Trust site in the UK to working with children in India.

You'll spend five days and four nights taking part in a shared, worthwhile activity with people you've never met before. A DofE residential will boost your independence and confidence and is a great way to leave a positive footprint on your life and other people's.

We advise you complete the residential section during the summer of either Year 12 or 13. Most students who wait to complete this section at a later date never do! The best option is to complete it with an Approved Activity Provider.





What does it cost?

Taking part in the DofE Bronze Award at Arthur Mellows Village College costs £70.00.

This cost includes enrolment in the award, training materials, the practice and qualifying expeditions and insurance.

How do I start?

Complete the contract and enrolment forms at the end of this booklet, along your deposit payment of £40.00 (via ParentPay or cheques should be made payable to 'AMVC' indicating on the back your Name and Tutor Group) and post them into the Finance Office letterbox by Thursday 3 October 2019. The remainder of £30.00 is due Thursday 5 December 2019. All payments are non-refundable after the set deadlines.

Then start thinking about what you're going to do for each of the sections of the Award!





What's next?

Bronze Award timeline 2019/20

Thursday 3 October 2019	Deadline to apply for DofE Award place
Thursday 10 October 2019	Confirmation of DofE Award places to students
Thursday 5 December 2019	Deadline for full payment and confirmation of expedition dates.
Thursday 5 March 2020	Independent Learning Booklet to be submitted to box by DofE Noticeboard
Thursday 26 March 2020	Compulsory after school training session
Wednesday 22 April 2020	Training walk
Friday 1 May 2020	Practice Walk Group A
Thursday 7 May 2020	Deadline to complete and upload evidence of one the 6 month section* to eDofE
Friday 15 May 2020	Practice Walk Group B
Thursday 21 May 2020	Additional training walk (if groups aren't deemed competent to complete the expedition)
Friday 5 June 2020 and Saturday 6 June 2020	Qualifying Expedition Group A **
Sunday 7 June 2020 and Monday 8 June 2020	Qualifying Expedition Group B **
Friday 4 September 2020	Deadline to complete and upload evidence of all sections* to eDofE for students wishing to undertake the Silver Award
Friday 16 October 2020	All eDofE accounts for students not continuing to Silver to be archived if award is incomplete.

* Sections of the award are Volunteering, Physical and Skills.

** The Thursday 7 May 2020 deadline must be met to participate in the qualifying expedition.



After School Expedition Training

After school sessions are compulsory and follow the common training syllabus for all Bronze expeditions, including;

- First Aid/emergency procedures
- Awareness of risk
- Health and Safety issues
- Navigation and route planning
- Map and Compass skills
- Camp craft and hygiene
- Food and cooking
- Countryside code

Students are required to complete an AMVC DofE Independent Learning Booklet before the training session.

Students will need collecting from the College at approximately 5.30 pm.

Bronze Award expeditions

Training Walk	<p>Students can get changed in PE and then meet at Refectory 2 for 3.15 pm. They will receive training in navigation in the local area, and in the use of camping stoves, aiming to finish between 5.30 pm and 6.00 pm.</p> <p>Only suitable clothing, walking boots, waterproofs, a compass and water are required.</p>
Practice Walk	<p>Students will need to attend lesson 1 to 4 as usual, with appropriate school equipment, but wearing clothes for walking.</p> <p>Students will need to bring <u>all</u> equipment, and will be given instruction via the DofE notice board in Humanities on where it should be stored before the beginning of the school day, and their meeting time/place.</p> <p>Students will walk independently, and on return to AMVC will be required to cook a meal using their camping stove. Finishing times are typically between 6.00 pm and 8.00 pm.</p> <p>If groups struggle with navigation they may be required to undertake a further training walk to ensure safety, with the same arrangements.</p>
Qualifying Expedition	<p>Takes place near Hunstanton, with students staying overnight at YHA Hunstanton (no bedding is provided).</p> <p>Students will need to bring all equipment, and meet on the main playground at 8.45 am. We will return to AMVC Saturday or Monday afternoon for 3.00 pm.</p>

Emergency Contact whilst on expedition: 07702 798971

In recognition of members of staff who volunteer their time to supervise students, we would be grateful if you could have arrangements for their prompt collection at the end expeditions.



Expedition Safety

On Bronze Expedition students will be walking along the seafront at times, but it is considered dangerous for them to go into the water (at any depth) unsupervised, and they will not be permitted to continue the expedition if they do so.

Students should follow the Highway Code (for pedestrians), Countryside Code and AMVC Behaviour Policy at all times.

Expedition Food

Students will need to bring all the food they require, it is not permitted to purchase food whilst on expedition. In addition to this students will need to cook at least one 'substantial meal' whilst camping. The camping stove will be supplied by AMVC.

Popular choices of food to cook include: noodles, rice, pasta and ready-made sauces, ration packs. It is particularly in the spirit of DofE for students in a team cook a collective meal, and often enjoy doing so, although is not a requirement.

Foods to avoid would include, the likes of Pot Noodle; it provides limited nutritional value and without anything added to it (eg frankfurters) would not be considered as a 'substantial meal'. Also students should not bring raw meat.

Expedition Team Equipment

It is a really useful idea to share equipment as much as possible. It will mean you have less weight to carry.

- Matches, washing up liquid, pan cleaner, tea-towel and toilet roll
- Food (and tin opener if required)
- Camping stove and fuel (to be provided by AMVC)
- Bronze: Group shelter (to be provided by AMVC)
- Silver/Gold: Tent (single skin tents will not be permitted)

When sharing a tent do not work on the basis that one person will carry the entire thing on day one and another person on day two. The weight of the tent should be split the different parts between the team, eg one person carries the fly sheet, another the inner and another the poles. When deciding what size tent to use remember that a 2 person tent is the right size for two people without any luggage, so 2 people sharing on DofE will find a 3 person tent more appropriate.

Remember you are in a team, just because you own a piece of equipment, if you are sharing its use, it does not mean you have to carry it.



Expedition Personal Equipment

- **Walking boots/shoes**
- **Socks** 2/3 thick pairs for walking
- **Trousers** not jeans for walking, and / or shorts
- **Shirts / T-shirts**
- **Sweaters** at least 2, not very bulky
- **Underwear** thermal if possible
- **Night clothes** normal pyjamas etc will not be warm enough
- **Hat** - woolly hat essential, even in summer
- **Anorak** waterproof and windproof
- **Over trousers** waterproof and windproof
- **Sleeping bag** warm enough, light and easily packed
- **Rucksack** (60L) make sure it fits you; get to know how to adjust it properly and easily
- **Roll mat** or similar insulating mat
- **Torch**
- **Plate and mug** (unbreakable)
- **Knife, fork and spoon**
- **Water bottle** (1.5-2L)
- **Pencil and small notebook**
- **Map case**
- **Compass**

Further details can be found on www.dofe.org

There will be an equipment check before leaving the college. Ill equipped students will not be able to participate.

Expedition Mobile Phone Use

Students should only use their phone on expedition to get in touch with College staff (or to take photos). On Bronze expeditions they will be required to turn off and hand in their phone on arriving at the hostel (it will be returned on departure). Students can preserve the life of their phone battery by turning off Mobile Data, as they do not require this function.

If a student needs to speak to their parent they can ask a member of staff and we will arrange it as soon as possible. If parents need to speak to their child they can use the emergency contact number and staff will enable that as well.

If a student is found with a mobile phone during the evening they will be seen as not being self-sufficient and not able to qualify.

Expedition Presentation

The aim of the students' expedition is "To work together as a team to complete a physically challenging journey". They must demonstrate meeting this aim by submitting a group PowerPoint, with some photos and commentary of their expedition. Students are permitted to use their phone whilst walking to take photos.



Using eDofE

Once students have been registered on eDofE they will receive an email to confirm their username (usually the same as the one used to access the college IT systems). The first time students log in the password will be their date of birth in the format DDMMYYYY (no gaps, dots or slashes), they will then be prompted to change their password and enter some basic information.

If students forget their password in the future, click on 'Forgot your password?' on the login page www.edofe.org

Make sure all appropriate information on each of the award sections is added.

The image shows a screenshot of the eDofE registration form with several callout boxes providing instructions for each field:

- Timescale:** 6 Months
- Start date:** dd/mm/yyyy
- Earliest completion date:** (empty field)
- Type/category of activity:** (Please select) [dropdown]
- Detailed activity chosen:** (empty text box)
- Where are you going to do it?:** (empty text box)
- What are your goals? What do you want to achieve?:** (empty text box)
- Assessor's name:** (empty text box)
- Assessor's position:** (empty text box)
- Assessor's email:** (empty text box)
- Assessor's telephone no:** (empty text box)
- Select your Leader:** (Please select) [dropdown]

Callout boxes provide the following instructions:

- Activity Selection:** Select your detailed activity from the list in this booklet. If it's not there, check with Mr Pepper / Mrs Ward that the activity is appropriate, and then type it into the box.
- Location:** Location is particularly important to help us check volunteering is suitable
- Goals:** Enter a goal or something that you would like to achieve when completing this section.
- Assessor's Name:** Put in your assessors name – remember it be someone qualified to do it, and not a relative, neighbour etc.
- Assessor's Role:** What is your assessor's role, eg teacher, fitness instructor or brownie leader.
- Contact Info:** You must include either your assessors phone number or email address. This doesn't have to be personal, eg 01733 252235 for teachers at AMVC.



Adding evidence and assessors reports to eDofE

When taking part in their chosen activities students should take photos to help build a collection of evidence on eDofE, and once they have completed the activity they need to upload their assessors report as the final piece of evidence.

If students give their assessor their eDofE number (see left hand column when you log on) they can complete a report online using the website www.edofe.org/assessor

Alternatively students can ask assessors to fill out the Assessor's Report cards in the Welcome Pack (received after enrolment), and upload them to eDofE themselves. Copies of these are available on Sharepoint, in Enrichment then DofE if required.

DE | ASSESSOR'S REPORT VOLUNTEERING

Participant: _____
 eDofE ID No: _____
 Level: **Bronze**

Activity: _____

Date started: ___/___/___ Completed: ___/___/___

Goals set by participant: _____

Assessor's comments:
 Please write as much as possible, talking about training, teamwork (if applicable) and achievements. What you write will celebrate the achievement of the young person and will form part of their permanent record of their DofE programme.

Signature: _____

Assessor's first name: _____ Last name: _____

Assessor's position/qualification: _____

Assessor's phone number: _____

Assessor's email: _____

Participants should scan or photograph this page and upload to eDofE as evidence.

You must include the date you started and finished, and it must be for the full 3 or 6 month period.
Not including the correct dates is a common problem!

Your assessor must include a comment about you and your achievements.

All these details should be completed, although either the phone number or email address is sufficient.



What happens once I have finished?

Once you have submitted evidence we will check if we believe it is appropriate, and once all parts of the award are complete we will send to DofE for final approval. You will then be issued a certificate.

Common problems with DofE

You have forgotten your username or password for eDofE.

It is most likely your username is the same as the one you use to log to college IT network with, eg 16smitha. If you forget your password use the password reset function.

You have chosen an inappropriate activity/assessor.

We encourage you to upload your activity plans to eDofE as soon as possible, then log back in to eDofE a week later to check if it's been accepted or if there are any queries. It's much better to know before you start than at the end when you would have wasted your time and effort!

You think you have completed a section of the award – but you haven't.

Once you have uploaded your evidence to eDofE check a week or so later to see if it's been accepted, or if there are any queries.

It will show on your eDofE homepage if the section is completed.

You think you have completed the award – but you haven't.

If you've uploaded all your evidence and it's been approved you'll get an email to say congratulations – if not you need to check on eDofE to see if your evidence has been approved or queried.

Your assessor's report has been rejected.

We will have queried it, and sent a message to say why on eDofE. It's best to avoid this situation by making sure the dates to say when you started/finished the activity cover the full 3 or 6 month period.

You think you haven't got any information about the expedition.

All the information you need is in this booklet!



ARTHUR MELLOWS VILLAGE COLLEGE



Either my parents or I have a question ...

This is **your** DofE Award, **you** should speak to Mr Pepper or Mrs Ward.

Mr Pepper and Mrs Ward are available most lunch times in the Humanities block.





Programme Ideas

Volunteering – must be with a charity/not-for-profit organisation

Helping people:

Helping children
 Helping older people
 Helping people in need
 Helping people with special needs
 Youth work

Community action & raising awareness:

Campaigning
 Cyber safety
 Council representation
 Drug & alcohol education
 Home accident prevention
 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
 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 - Army Cadet Force - Boys' Brigade - CCF - Church Lads' & Girls' Brigade - Girlguiding UK - Girls' Brigade
 Sports leadership
 Music tuition

Physical

Individual sports:

Archery
 Athletics (field or track event)
 Biathlon/Triathlon/Pentathlon
 Bowling
 Boxing
 Croquet
 Cross country running
 Cycling
 Fencing
 Golf
 Horse riding
 Modern pentathlon
 Orienteering
 Pétanque
 Roller blading
 Running
 Static trapeze
 Wrestling

Water sports:

Canoeing
 Diving
 Dragon Boat Racing

Free-diving
 Kneeboarding
 Rowing & sculling
 Sailing
 Sub aqua
 Surfing/body boarding
 Swimming
 Synchronised swimming
 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)

Scottish/Welsh/Irish dancing
 Street dancing/breakdancing/ hip hop
 Swing
 Tap dancing

Racquet sports:

Badminton
 Matkot
 Racketlon
 Rapid ball
 Real tennis
 Squash
 Table tennis
 Tennis

Fitness:

Aerobics
 Cheerleading
 Fitness classes
 Gym work
 Gymnastics
 Medau movement
 Physical achievement



Physical Continued ...

Pilates Running/jogging Trampolining Walking Weightlifting Yoga <u>Extreme sports:</u> Caving & potholing Climbing Free running (parkour) Ice skating Mountain biking Mountain unicycling Parachuting Skateboarding Skydiving Snow sports (skiing, snowboarding) Snowkiting Speed skating Street luge	<u>Martial arts:</u> Aikido Capoeira Ju Jitsu Judo Karate Self-defence Sumo Tae Kwon Do Tai Chi <u>Team sports:</u> American football Baseball Basketball Boccia Camogie Cricket Curling Dodge disc Dodgeball	Fives Football Hockey Hurling Kabaddi Korfbal Lacrosse Netball Octopushing Polo Rogaining Rounders Rugby Sledge hockey Stoolball Tchoukball Ultimate flying disc Underwater rugby Volleyball Wallyball Water polo
---	---	---

Skills

<u>Performance arts</u> Ballet appreciation Ceremonial drill Circus skills Conjuring & magic Dance appreciation Majorettes Puppetry Singing Speech & drama Theatre appreciation Ventriliquism Yoyo extreme <u>Science & technology</u> Aerodynamics Anatomy Astronomy Biology Botany Chemistry Ecology Electronics Engineering Entomology IT Marine biology Oceanography Paleontology Physics Rocket making Taxonomy Weather/meteorology Website design Zoology	<u>Care of animals</u> Agriculture (keeping livestock) Aquarium keeping Beekeeping Caring for reptiles Dog training & handling Horse/donkey/llama/alpaca handling & care Keeping of pets Looking after birds (i.e. budgies & canaries) Pigeon breeding & racing <u>Music</u> Church bell ringing Composing DJing 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 <u>Natural world</u> Agriculture Conservation Forestry Gardening Groundsmanship	Growing carnivorous plants Plant growing Snail farming Vegetable growing <u>Games & sports</u> Cards (i.e. bridge) Chess Clay target shooting Cycle maintenance Darts Dominoes Fishing/fly fishing Flying Gliding Go-karting 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 <u>Life skills</u> Alternative therapies Cookery Democracy in action Digital Lifestyle
--	--	---



Skills continued ...

Driving: car maintenance/car road skills
 Driving: motorcycle maintenance/road skills
 Event planning
 First Aid
 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
 Communicating with people who are visually impaired
 Communicating with people who have a hearing impediment
 Film & video making
 Journalism
 Newsletter & magazine production
 Signalling
 Writing

Creative arts

Basket making
 Boat work
 Brass rubbing
 Building catapults & 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
 Snack pipping
 Soft toy making
 Tatting
 Taxidermy
 Textiles
 Weaving and spinning
 Wine/beer making
 Woodwork

Please note a JSLA may be used only be used as a skill, not volunteering, and only for 3 months.





**E
N
R
O
L
M
E
N
T
S
E
C
T
I
O
N**

The following forms need to be completed and returned to the Finance Letterbox by Thursday 3 October 2019.



DUKE OF EDINBURGH'S AWARD - AMVC ENROLMENT FORM

STUDENT SECTION

I would like to enrol on the Duke of Edinburgh's Award Scheme at Arthur Mellows Village College.

I accept that for the Award to run smoothly and successfully I need to be responsible for my own actions, co-operate with staff and my team, show that I am trustworthy, and act in a way which is sensible and considerate of others.

I accept that poor conduct at the college (eg accumulating 30 negative SIMS points during Year 10), prior to the expeditions, may result in my place being withdrawn and I may not be able complete the award at Arthur Mellows Village College.

I will abide by the Student Code of Conduct as outlined in the AMVC Trips and Visits Policy.

I accept that during the expedition I will only be allowed to use my mobile phone for contacting school staff, and to arrange for my parents to collect me at the end of the expedition.

Should I fail to act in this way I accept that the leaders have the right to apply the warning system and withdraw me from the Award. If my behaviour severely hinders or endangers other participants whilst on expedition then my parents will be asked to collect me from the expedition site.

I also understand that this is my Duke of Edinburgh's Award, I am responsible for all actions needed to complete it, and if I have a question I should speak to a member of the DofE Team (Mrs Ward or Mr Pepper)

Signed: _____ (student)

Name: _____ Tutor Group: _____

First part of username for college network (eg 16smitha):



PARENT/CARER SECTION

- I will help and encourage my child in completing their DofE award, and understand it is their responsibility to arrange the Volunteering, Skills and Physical sections (including arranging an independent assessor and uploading the appropriate report and evidence to eDofE)
- I understand my child must meet the deadlines and attend all training/practice elements outlined in this booklet, and that failure to do so will result in the loss of their place on the DofE Award. This will mean they will not be able to complete it at Arthur Mellows (monies already spent on registration, accommodation deposits etc will not be refunded).
- I agree if my child has a problem or question with any aspect of the award, in the first instance, they must speak to a member of the DofE team (Mrs Ward or Mr Pepper) directly.
- I understand that if the DofE Award is oversubscribed there will be a public draw to allocate places.
- I understand that due to restricted places students who complete the Bronze award are not guaranteed a place on the Silver or Gold Awards.

In relation to the DofE expedition:

- I will assist my child to pack sensibly, and will ensure they have 'worn in' their walking boots prior to the expedition.
- I will make sure I have arrangements in place for the collection of my child promptly at the end of the expeditions
- I understand my child is not allowed to use their mobile phone for the duration of the expedition – except to contact school staff or, during the final day, to arrange their collection at the end of the expedition. If a mobile phone is required for medication reminders this must be discussed with Mr Pepper/Mrs Ward before the qualifying expedition.
- I understand my child must demonstrate good conduct to be eligible to participate in the expedition, and should they accumulate 30 negative SIMS points their position on the award may be withdrawn and they may not be allowed to complete the award with Arthur Mellows Village College (monies already spent on registration, camp site deposits etc will not be refunded).
- I agree that my child should follow the rules of the DofE Award, the Countryside Code, the Student Code of conduct contained in the AMVC Trips and Visits policy, general school rules and follow directions given to them by members of staff. Failure to do so may result in them not being allowed to complete the award with Arthur Mellows Village College (monies already spent on registration, camp site deposits etc may not be refunded).

I enclose a payment of the £70.00 enrolment fee/or a £40.00 deposit with the balance due by Thursday 5 December 2019 (via Parent Pay or cheques made payable to "AMVC School Fund").

Signed: _____ (Parent/Carer)

Name: _____ Date: _____



ARTHUR MELLOWS VILLAGE COLLEGE



PARENT/CARER TRAINING SESSION AND EXPEDITION PERMISSION

Name of Student:

Tutor Group:

I give permission for my child to attend after school training until 5.30 pm on *Thursday 26 March 2020*.

I also give permission for my child to attend the Duke of Edinburgh training walk(s), practice walk and qualifying expeditions.

I understand students will be allocated either Group A or Group B, and this will be confirmed to parents/carers by Thursday 5 December 2019.

	Group A	Group B
Training	Wednesday 22 April 2020	Wednesday 22 April 2020
Practice	Friday 1 May 2020	Friday 15 May 2020
Further training	Thursday 21 May 2020 (if required)	Thursday 21 May 2020 (if required)
Qualifying	Friday 5 June and Saturday 6 June 2020	Sunday 7 June and Monday 8 June 2020

I understand that there is an element of danger as the award demands group independence whilst walking.

Please supply telephone contact numbers (including area code) where you can be reached for the duration of the trip.

Home:

Mobile:

Work:

Student's Mobile Phone Number:

Please list any health issues/medical conditions/medication:

Signed:

Parent/carer

Date:



**P
A
R
T
I
C
I
P
A
N
T

E
N
R
O
L
M
E
N
T

F
O
R
M**

It is very important that the following form is completed.

This form is sent off to the Duke of Edinburgh Award



ARTHUR MELLOWS VILLAGE COLLEGE



Participant Enrolment Form

Please print clearly in CAPITALS or type your details in. You must complete all of the questions.
DofE Centre and group details (if you know them):

DofE Centre: AMVC	DofE group: AMVC
-------------------	------------------

DofE level:

Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/>
Have you registered for any previous levels of the DofE? No <input type="checkbox"/> Yes <input type="checkbox"/>
If YES – please give the name of the DofE Centre you were registered at: eDofE ID number (if known) :

Personal details:

First name:	Last name:
Date of birth: / /	Primary language English <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/>
Email address:	
Date you wish to start your DofE programme if known (enrolment date): / /	

When you first sign in to eDofE you will be asked to record some personal details such as your contact details, ethnicity and personal circumstances along with details of any medical needs you may have. This data is used to enable your Leaders to support you doing your DofE programme and for the DofE's statistical and reporting purposes. You will always have a 'prefer not to say' option.

Declaration:

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

Print Name	Signature	Date
		/ /

Consent to enrol from parent or guardian (if applicant is under 18 years old).

I agree to my son / daughter / ward doing a DofE programme. 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.

Print Name	Signature	Date
		/ /



ARTHUR MELLOWS VILLAGE COLLEGE



Note:

Data supplied on this form and in eDofE and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Licensed Organisation and 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.

We also send emails that contain information about the Charity, DofE negotiated privileged discounts and invites to events and other activities however if you would like to receive these emails you will need to opt in. Once you have opted-in to this you can opt out at any time by visiting www.dofe.org/preferences, or clicking the unsubscribe link that can be found at the bottom of all non-programme related email.

For Licensed Organisation/Centre administration only:

Date registered onto eDofE	/ /
Expected start date	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
User ID number	



ARTHUR MELLOWS VILLAGE COLLEGE



NOTES



ARTHUR MELLOWS VILLAGE COLLEGE

