

D of E Guidance Notes for Leaders

Stage 1

1. Young person/parent fills out Guiding enrolment form (obtained from County coordinator) and returns to leader with appropriate fee - cheque payable to unit funds or directly by BACS to Region as per form ensuring name as reference.
2. Young person forms a group with minimum 3 others up to a maximum of 7 for the expedition.
3. Leader sends enrolment forms to County D of E coordinator. Total fee for all participants in form of unit cheque or preferably via BACS to LASER
4. If leader cannot find sufficient for expedition contact County coordinator for help before registering group for award
5. County D of E coordinator checks forms and sends to Region office
6. D of E pack sent to each young person together with log in details for individuals (or leader on request) to enable access to their own D of E account. Any new leader will also need to be registered and have their own log in details.
7. Participants should then log in, add their personal details eg. address, phone number and e mail etc. and change their password for security reasons). Critical they remember which e mail address they register as this is used when password is forgotten.

Stage 2

Volunteering, Skills and Physical Sections

1. Participant with assistance from leader chooses appropriate activities for the 3 sections with reference back to main website to ensure they fall within the correct categories. They must take place **outside school lesson time** and not be part of any course work etc. **Time frames should be extended if dates fall within school holidays and lessons/meetings only take place in term time.**
2. Participants click on individual sections on their account and fill out their chosen activity using the drop down menu. Using this drop down menu ensures the activities are correctly titled. **NOTE helping at Guides/Brownies, Cubs etc. comes under “Coaching Teaching and Leadership” and not “Helping Children or Helping a Charity”.** End date will be automatically calculated and can be changed at a later date- do not worry if incorrect at this stage.
3. When all details of plan for activity added scroll down to submit button and check drop down menu to choose who to submit to - usually your leader. Press submit.
4. Leader logs in to her account, checks details of the activity - in particular that it is in the correct section, is an approved activity for that section and is for the correct length for the award (see D of E website for more information). Ignore any end date at this stage as this has been added by calculation from start date and length. If leader happy approves plan.
5. Participant completes activity and takes assessor card from her D of E pack to the activity leader/teacher who completes the card or adds a report electronically to the website once they know your ID number. Participant

should ensure their name, ID number and correct section is written on the top of the form and the dates are long enough for the timescale specified for the award (remembering holidays etc.). Participants then scans/photographs assessor report and uploads under evidence marking it Assessor report. Participant can also add photos, certificates, attendance sheets notes etc. PLEASE DO NOT ADD ANY PHOTOGRAPHS OF CHILDREN AS WE DO NOT HAVE PARENTAL PERMISSION AND WILL REMOVED

6. Leader checks all evidence is correctly marked, appropriate content, covers correct period, is outside school time and involves the correct description and approves. **Date should be date as per assessor report and agree with date on individual's account. If not amend before approval.** Once all evidence approved and she doesn't wish to add any more, participant submits section for approval
7. Leader checks and if not the last section to be approved and is happy with content dates etc. approves. **If last section for approval then e mail County D of E coordinator so she can check all OK as once last button is pressed she can no longer see it as it will have gone straight to Region coordinator.**

Expedition

Leader finds a suitable person (or themselves) with level 2 walking experience or equivalent to be supervisor for the expedition and provide training. (D of E provide supervisor trainings which currently are not compulsory but advisable). Separate first aid training can be given. After sufficient training a practice expedition(s) can take place but this is no longer essential for bronze level provided the supervisor knows they have enough experience. Supervisor should fill out a DEN form 7 weeks prior to expedition and send to County coordinator for approval/ onwards as necessary depending on area. This replaces the need for a REN form and no Guiding residential licence is required. The participants should walk without an adult but with an adult meeting them at regular checkpoints, provide water as necessary and be available by mobile at all times in case of accident or incident. More checks can be made on the practice than at the assessed expedition

1. Participant fills out details of practice walk (if applicable), training and maps to her account and requests approval in similar manner to other 3 sections. Training, practice walk and assessed walk need to be separately approved before next part can be submitted/approved.
2. Participant requests assessor fills out report on assessed walk and participant uploads together with route cards, maps, menu and photos or assessor sends an electronic report. Photos of peers on walk can be uploaded provided you have their permission.
3. Leader checks and approves all evidence.
4. Participant submits expedition for approval to leader
5. Leader checks all information and advises County D of E coordinator by e mail/phone that award is ready for checking BUT DOES NOT PRESS SUBMIT.

Stage 3

Final Approval

1. County D of E coordinator checks all details are correct and if happy submits award for verification by Region D of E adviser. In the case of Gold Award a further form is required to be submitted for the presentation by the palace and choice of badge.
2. Region hopefully verify award and notify County coordinator
3. Certificate and badge is sent for onward to leader for presentation
4. In the case of a Gold Award the badge or brooch and certificate is sent directly to participant and a separate award ceremony is arranged by the palace

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