



LEARNING TOGETHER

WORKING TOGETHER

SUCCEEDING TOGETHER



KSS DUKE OF EDINBURGH POLICY

RESPECT

HONESTY

FRIENDSHIP

EMPOWERMENT

HAPPINESS



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KSS DUKE OF EDINBURGH AWARD

INTRODUCTION

“A life-changing experience. A fun time with friends. An opportunity to discover new interests and talents. A tool to develop essential skills for life and work. A recognised mark of achievement; respected by employers”

The DofE award empowers participants to grow in, and demonstrate all the values of the KSS Charter.



Any young person can do their DofE – regardless of ability, gender, background, or location. Achieving an Award isn't a competition or about being first. It's all about setting personal challenges and pushing personal boundaries. Through a DofE programme young people have fun, make friends, improve their self-esteem, and build confidence. They gain essential skills and attributes for work and life such as resilience, problem-solving, team-working, communication, and drive, enhancing CVs and university and job applications.

THE AWARD AT A GLANCE:

The award is achievable at three levels: bronze, silver and gold. These levels are divided into four key sections: Voluntary, Physical, Skills and Expedition. With a fifth section for gold level which is Residential.

	Bronze	Silver	Gold
Starting age	14 or 3 rd year on 1 st June	15 or 4 th year at 1 st of June	16+
Minimum Period of Participation	6 months	6 months (12 for direct entrant)	12 months (18 for direct entrant)
Practise Expedition	Bronze Syllabus Training Whilst at Bronze Expedition level there is no requirement for a remotely supervised practised expedition. In most cases a training expedition will be required.	Silver Syllabus Training Expedition 3 day/ 2 night	Gold Syllabus Training Expedition 4 day/ 3 night where any participant is direct entry or in a journey discipline that the group or any participant in the group hasn't done before.
Qualifying Expedition	2 day/ 1 night	3 days/ 2 nights	4 days/ 3 nights
Minimum Expedition Hours	6 hours activity time/ 3 of which have to be spent journeying	7 hours activity time/ 3.5 of which have to be spent journeying	8 hours activity time/ 4 of which have to be spent journeying
Other Section Requirements	Undertake 3 months in: <ul style="list-style-type: none"> • Volunteering • Physical • Skills Further 3 months in one of the above sections.	Undertake 6 months in: <ul style="list-style-type: none"> • Volunteering Undertake 6 months in one and 3 months in the other between: <ul style="list-style-type: none"> • Physical • Skill Direct entrants: further 6 months in volunteering or the longer between physical and skill.	Undertake 12 months in: <ul style="list-style-type: none"> • Volunteering Undertake 12 months in one and 6 months in the other between: <ul style="list-style-type: none"> • Physical • Skill Direct entrants: further 6 months in volunteering or the longer between physical and skill. Undertake a shared activity in a residential setting away from home for 5 days and 4 nights with young people that they do not know.

“I’ve really enjoyed Gold DofE, especially doing the residential which gave me the opportunity to visit Wales as part of an outdoor activity course.”

– Molly Divens, Gold candidate 23/24

WHAT DOES DOFE LOOK LIKE IN KNIGHTSWOOD?

Knightswood offers all 3 levels of the Duke of Edinburgh award and it is open to all!

To be successful applicants must:

- Attend meetings
- Fill in evidence and get an assessor report for their sections on the eDofE app – voluntary, skill and physical
- Complete a practice expedition and a qualifier expedition
- Gold applicants must also complete a residential activity.

TIMELINE:

September

- Silver enrolment for S4
- Those on track to complete Bronze may apply

October

- Deadline for evidence for applicants from the previous year.
- Silver Practice Expedition
- 3 days/2 nights camping

November

- Award ceremony for successful applicants from the previous year

December

- Gold enrolment for S5/6
- For those who have completed Silver

January - March

- Weekly lunchtime training sessions

April

- Bronze Practice Expedition

May

- Bronze Qualifier Expedition
- Gold Practice/Qualifier Expedition

June

- Silver Qualifier Expedition

EDOFE APP AND THE SECTIONS

Applicants must complete activities for a minimum time as detailed in the table on page 5. At least an hour a week should be spent on these activities:

- **Volunteering** – e.g. helping at social enterprises, charities, not-for-profit organisations and Volunteering Approved Activity Providers.
- **Skills** – an activity that will allow you to prove you have broadened your understanding and increased your expertise in your chosen skill.
- **Physical** - choose any sport, dance or fitness activity – in short, anything that requires a sustained level of energy and physical activity.

Some more ideas for sections can be found here:

<https://www.dofe.org/do/sections/>

eDofE App

Pupils must log their sections and upload evidence on the eDofE app. They will be provided with login details when they are enrolled. Evidence can be uploaded as photos or short written entries.

Here’s a video to guide you how to use it:

<https://www.youtube.com/watch?v=bGmjQ6zITQQ>



Assessor reports

When choosing your section you should also choose an assessor. This person must:

- Be an adult who is not a family member
- Be aware of the participants goals and keep updated on their progress
- Write an assessor report when they have completed the required timescale.

Assessor reports can be submitted here:

<https://www.dofe.org/assessor/>

Mentors

Each participant will be given a group with a member of staff assigned as a mentor who can support them in completing their sections

Evidence Deadline

All evidence and assessor reports must be completed by October for verification before awards are issued at the awards ceremony at the Royal Concert Hall in November.



EXPEDITIONS

Applicants are required to will need to plan, train for and complete an unaccompanied, self-reliant expedition with an agreed aim. They must do the correct training for your level, a practice expedition, a qualifying expedition (the one that is assessed) and a final presentation in order to complete the section.

Training

During weekly lunchtime sessions we cover training in:

- Packing
- Route planning
- Navigation
- Tent pitching and campcraft
- What to do in an emergency

Camping

Expeditions involve a mix of campsites and wild camping (with no access to toilets and water).



Equipment

See appendix for kit lists. We have equipment that can be borrowed such as tents and stoves.



Leaders

Knightswood has several qualified leaders who can supervise and assess trips. We also work with Outlook Adventures who oversee some of our expeditions.

<https://outlookadventures.co.uk/>



Becoming a Leader

Group leaders have the opportunity to come alongside participants and help them succeed by giving them support in:

- Helping to select activities for their sections
- Inputting evidence into eDofE
- Acting as an assessor for an activity
- Assisting groups in their training
- Joining groups on their expeditions



A guide for a D of E mentor is provided in the appendices.

Expedition Supervisor and Assessor training

You can also become qualified to supervise and assess expeditions. Glasgow City Council provide extensive training which can be found on their website under leader training opportunities:

<http://www.dofeglasgow.org.uk/>

“D of E has been a great way to get to know the pupils I teach in better and enjoy the beautiful outdoors Scotland has to offer with them. It’s great to see them overcome difficulties, take up new challenges and grow in their confidence” – T Kwant, D of E leader



APPENDICES

A - Useful Links:

Physical Section ideas: <https://www.dofe.org/wp-content/uploads/2023/06/programme-ideas-Physical-1-1-1.pdf>

Volunteering Section ideas: https://www.dofe.org/wp-content/uploads/2023/09/Programme-ideas_Volunteering_v4.pdf

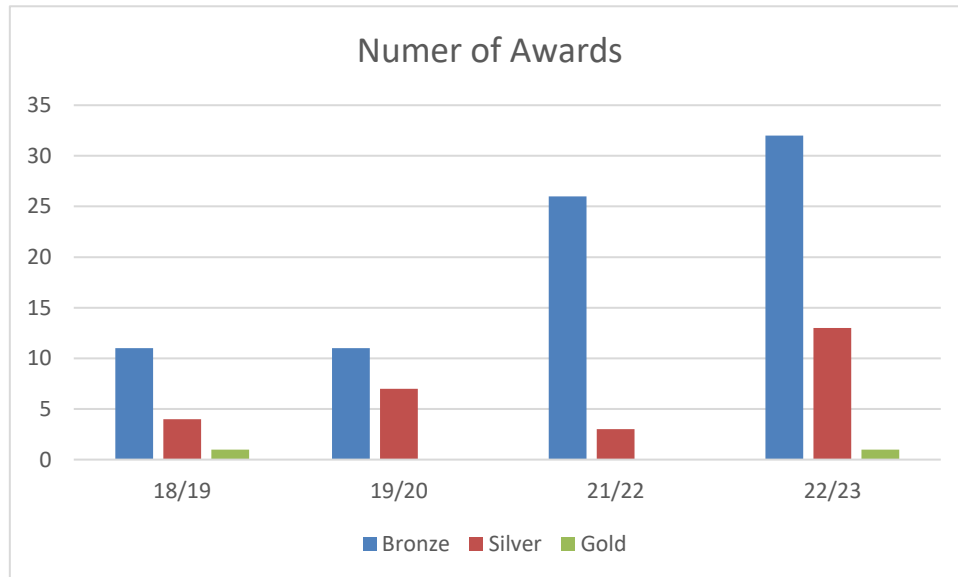
Skills section ideas: https://www.dofe.org/wp-content/uploads/2023/06/programme_ideas_-_skills.pdf

Expedition aim ideas: [7 original ideas for your DofE expedition aim | DofE Hero](#)

Packing a bag: https://www.youtube.com/watch?v=s2Y4TKui2_A

Using a stove: <https://www.youtube.com/watch?v=NzCisPodLwc>

B – Number of awards:



C – Kit Lists:

BRONZE QUALIFIER

Item	Number	Notes	Check
Personal Clothing			
Walking Boots		Some available in the school but own ones are better	
Walking Socks	2		
T-shirts	1	Long sleeve for warmth	
Warm top	1	Fleece or similar	
Trousers	1		
Warm hat	1		
Gloves	1		
Food			
Breakfast	1	Porridge/pancakes with jam/cereal bars	
Lunch	2	Wraps don't crush like bread/stoves can be used	
Dinner	1	Meals from outdoor shops are light and easy to cook	
Snacks		Something that will perk you up when you are down	
Spoon/Fork/Knife	1	Or Spork (all in one)	
Bowl	1	Only if you aren't eating from the pot/tin	
Water bottle	1	A reuseable bottle - 1.5ltr per day will be ample.	
Personal Equipment			
Personal First Aid		Any medication YOU require, blister plasters etc	
Torch		For at camp at night (not a phone)	
Sun cream		Can always hope for sun	
Insect repellent			
Freezer bags		Ideal for holding rubbish	
Toilet tissue		Biodegradable or you have to take it back with you	
Portable charger		Or batteries if required	
School Kit			
Tent			
Sleeping Bag			
Rucksack			
Dry Bag		You may wish to bring more bags to keep your stuff dry	
Roll mat			
Waterproof jacket			
Waterproof trousers			
School Group Kit			
Stove			
Pots			



Gas			
Group shelter			
Group first aid kit			
Maps			
Map case			
Compass			
Water filter		Can be used to clean water at the campsite	
Trowel			

SILVER QUALIFIER

Item	Number	Notes	Check
Personal Clothing			
Walking Boots			
Walking Socks	3		
T-shirts	2	Long sleeve for warmth	
Warm top	1	Fleece or similar	
Trousers	2		
Warm hat	1		
Gloves	1		
Food			
Breakfast	2	Porridge/Pancakes/cereal bars	
Lunch	3	Wraps don't crush like bread	
Dinner	2	Meals from outdoor shops are light and easy	
Snacks	&	Sweets/hot chocolate/nuts&raisins	
Spoon/Fork/Knife	1	Or Spork (all in one)	
Bowl	1	Only if you aren't eating from the pot/tin	
Water bottle	1	A reuseable bottle	
Personal Equipment			
Personal First Aid		Any medication YOU require, blister plasters etc	
Torch		For at camp at night (not a phone!)	
Sun cream		Can always hope for sun	
Insect repellent			
Freezer bags		Ideal for holding rubbish	
Toilet tissue		Biodegradable otherwise you have to take it with you	
Portable charger		Or batteries if required	
School Kit			
Tent			
Sleeping Bag			
Rucksack			
Dry Bag		You may wish to bring more bags to keep your stuff dry	
Roll mat			
Waterproof jacket		Your own might be better	
Waterproof trousers		Your own might be better	
School Group Kit			
Stove			
Pots			
Gas			
Group shelter			



LEARNING TOGETHER

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SUCCESSING TOGETHER



Group first aid kit			
Maps			
Map case			
Compass			
Water filter		Can be used to clean water at the campsite	
Trowel			



GOLD QUALIFIER

Item	Number	Notes	Check
Personal Clothing			
Walking Boots			
Walking Socks	4		
T-shirts	3	Long sleeve for warmth	
Warm top	1	Fleece or similar	
Trousers	2	Keep a dry pair for in the tent	
Warm hat	1	Essential	
Gloves	1	Essential	
Food			
Breakfast	3	Porridge is light and warm (if heated)	
Lunch	4	Wraps don't crush like bread	
Dinner	3	Meals from outdoor shops are light and easy	
Snacks		Something that will perk you up when you are down	
Spoon/Fork/Knife	1	Or Spork (all in one). Someone always forgets this!	
Bowl	1	Only if you aren't eating from the pot/tin	
Water bottle	1	A reuseable bottle 1L	
Personal Equipment			
Personal First Aid		Any medication YOU require, blister plasters etc	
Torch		For at camp at night. A phone isn't a torch.	
Sun cream		Can always hope for sun	
Insect repellent			
Freezer bags		Ideal for holding rubbish	
Toilet tissue		Biodegradable otherwise you have to take it with you	
Portable charger		Or batteries if required	
Money		Possible stop for food on way there/home	
School Kit			
Tent			
Sleeping Bag			
Sleeping Bag liner			
Rucksack			
Dry Bag		You may wish to bring more bags to keep your stuff dry	
Roll mat			
Waterproof jacket		Your own might be better	
Waterproof trousers		Your own might be better	
School Group Kit			
Stove			
Pots			



Gas			
Group shelter			
Group first aid kit			
Maps			
Map case			
Compass			
Water filter		Can be used to clean water at the campsite	
Trowel			

D – DofE Mentor Guide

As a mentor you will be assigned a group of pupils to help get through their volunteering, skills and physical sections. To get their Bronze award they must complete 2 sections for 3 months and 1 section for 6 months.

1. Your first job is to ensure that they have picked an activity for each section. Information about what these categories can include can be found at the end of this document. You must get them to add their activities onto their eDofE account. They need to also include who will be assessing them. This could be anyone who's willing to write an assessor report at the end confirming their participation. It should be someone over the age of 18 and not a family member.
2. Once they have their activities filled in they need to submit evidence. This is easily done on the app and can be a sentence or a picture. They need 5 pieces of evidence filled in before they can get their section signed off. Once they've submitted evidence you can approve it on your eDofE account. To do this log in, select 'manage participants' and use the drop down box to select your group. If you notice over time that there are pupils not engaging then I suggest you meet them face to face to encourage them to continue filling it out.
3. Once completed the pupils need to upload an assessor report or get their assessor to fill out a report using this link: <https://www.dofe.org/assessor/> (they just need the pupils ID number from eDofE). The expeditions for Bronze will take place in May and by then I would expect one of their sections to be complete. If they have not shown any evidence they won't be able to go out on expeditions.
4. Usually I'd aim for all evidence and assessor reports done for after the summer holiday but the official cut off each year is the 31st of October and then the awards ceremony is in mid-November at the Royal Concert Hall.
5. In addition to helping the pupils complete their sections we will start running training during lunchtimes in February and then take them out on a practice day walk and a the final expedition in May.
6. If you are interested in becoming a group supervisor or assessor for expeditions then please speak to me (Tim Kwant F15) and I can explain how you can get trained up for this.

E –Training Schedule:

Meeting	Agenda	Notes
1	First meeting with pupils <ul style="list-style-type: none"> - Introduction - Share why staff are taking part - Pupil menti – why they are doing it - Check log in details are correct - Share calendar of training and proposed expedition dates 	Whole group meeting together then smaller groups
2	eDofE <ul style="list-style-type: none"> - Set up eDofE sections - Approve sections and check that assessors have been entered and informed. 	eDofE can be managed easily through the app on the pupils phone. *the pupil may wish to change to a personal email address to get notifications once they leave school.
3	Expedition training <ul style="list-style-type: none"> - Cooking - Safety precautions using the stove - Cook a meal for you lunch 	To be done during lunchtime in science lab (no smoke alarm) on camping stove
4	Expedition training <ul style="list-style-type: none"> - Tents - Pitch a tent demo - Pupil pitch own tent 	
5	Expedition training <ul style="list-style-type: none"> - Packing a rucksack 	Use a selection of kit from store.
6	Expedition training <ul style="list-style-type: none"> - First aid - Ticks/bites - Blisters - Heat/Cold 	
7	Expedition training <ul style="list-style-type: none"> - Navigation - Set the map - Cardinal points 	
8	Expedition training <ul style="list-style-type: none"> - Navigation - Grid references - Timing/pacing 	
9	Expedition training <ul style="list-style-type: none"> - Route planning - Route card and highlight route on map 	
10	Expedition training <ul style="list-style-type: none"> - Aim - Creation of your own aim - Share some examples. 	



F – Bronze Practice Day Training:

Navigation 10-12

- Set map
- Cardinal Points
- 1km squares
- Grid reference, share 'os locate'
- Time/distance
- 'catching features'
- What to do if you get lost
- Follow planned short route

Lunch 12-1

- Cook lunch on stoves
- Discuss camp craft, 'leave no trace'
- Basic first aid; blisters, burns, recovery position, group shelter

Tents 1-2

- Pitch tents
- Pupils practice pitching with the people they are sharing with
- Expedition 'aim/project'