



Using The DofE Award in The Boys' Brigade



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STRUCTURE

The DofE Award

Headquarters at Windsor with Regional Offices throughout the country

Operating Authority - The Boys' Brigade

Battalion Co-ordinator

Company

DofE Leader

Participant



Using the DofE Award within The Boys' Brigade

The starting age for the Bronze Award is 14 years. Many items can count towards both the DofE Award and Queen's Badge at the same time - the Silver DofE Expedition is the same as for Queen's Badge: Voluntary Service in or outside the Company can count for both DofE and Queen's Badge. The "Building Your Skills" Course can count as the training for Bronze Standard for Service in the Company as can a Skills Based Training Course as outlined in the Challenge Plus Programme for Silver Standard. Either Part 1 or Part 2 of K.G.VI can count as DofE Residential although the organizers prefer the whole Course to be attended and the completed Course counts as the training for Service in the Company at Gold Standard as does the B.B. Youth Leader Training Course.

There are other spin-offs such as where the expedition training also equips participants to take part in other B.B. events such as Charnwood Hike, Cleveland Hike, etc.

Officers or Instructors within Companies are encouraged to attend local Area DofE Committees to keep abreast of local developments and facilities and at the same time provide representation from The Boys' Brigade and extend our contacts within the local community. These Committees can often offer external courses which it may be possible for B.B. members to join thus relieving the pressure on Company staff as well as broadening the range of subjects.

It is essential that the participant's name, address, date of birth, Award I.D. reference number, etc. are filled out and done so accurately in the Record Book. The Participant's Enrolment Form should be completed and forwarded to Regional Headquarters so that a record on DEAMS can be created – this Form is only required once when the participant first enrolls at whatever level of the Award. Once issued, the same Award I.D. reference number is used throughout all levels and all Operating Authorities. If the holder of the Record Book leaves or moves to a new locality the appropriate page in the Book should be completed and forwarded as described.

Taking the first step

It is appreciated that many Captains and Officers fear the DofE Award as either too complicated or too much extra work. This is understandable within the busy life of a Company but in fact the Award could provide many solutions.

It must be emphasized that the advice in this booklet is to assist Boys' Brigade Companies to use the DofE Award within the framework of the Company. It is complementary to The Handbook for DofE Leaders and a conscious effort has been made not to repeat the basics already set out there. This booklet should therefore be studied **in addition to the Handbook** and not instead of it.

If involved in joint working with members of The Girls' Brigade, please bear in mind that theirs is a separate Operating Authority and they may have their own arrangements for certain subjects.

The Handbook for DofE Leaders contains the guidance into operating the Award. Particularly in the early days of usage by an Officer/Leader who is unfamiliar with the Award, it is recommended to keep it simple – list the topics the Company can offer and then make it clear to would-be participants what is available and candidates can then draw up their own programmes within this framework. Where a young person has limited funds, the Leader may also need to guide towards the least expensive subjects.

Companies sometimes fear that using the DofE Award will require extra staff. In practice this need not be so and in fact using the Award may help with staff shortages. It does require one Officer or Helper to take charge of the Award as "Leader" within the Company but he/she may in fact become more of a "manager" than have to undertake additional instruction. Within The Boys' Brigade existing Officers or Instructors can act as Assessors for their particular subjects. If assessment in subjects not already provided by the Company is required, then there may be some suitably qualified parent (other than the participant's) or Church member who would be quite prepared to act as Assessor on a one-to-one basis (e.g. *A member of a Philately Society* who would be prepared to guide the young person through stamp collecting and perhaps only need see the participant once a month). All external Assessors should either hold some qualification in the relevant subject or belong to a recognisable society and this should be entered in the Record Book upon completion. However, no young person should be expected to visit an Assessor alone and it may be preferable to ask the Assessor to meet the participant on Company premises during Company activities. The DofE Leader will gradually build up contacts who can help and this may in fact extend the Company sphere and even improve local relationships. It may be that other Companies or youth groups within the same area can help. Most Battalions have a DofE Co-ordinator who is available for guidance and who may have already built up a list of useful contacts.

Beginning

A young person can begin the Bronze Award from the age of 14. Some discretion is given to Operating Authorities to permit those who would be just too young to enter but who are part of a larger group over this age to make a start with their friends but this should not be abused – 13 ½ years of age is the very earliest acceptable to The Boys' Brigade.

For the Bronze Award there are four Sections - Volunteering, Physical, Skills, and Expedition.

Once the Award has been fully explained and the young person has decided to take part, the first step is to purchase a Record Book. As the participant will be taking the Award through The Boys' Brigade, this should be purchased from B.B. Supplies. The personal details should be completed and it is recommended that the adult responsible for the Award within the Company keeps a separate record of this and all subsequent entries.

The next step is to discuss with the young person what subjects they wish to follow for each of the four Sections. If the Leader is not yet familiar with the Award it is perfectly acceptable to explain to the participant that the range of subjects will be limited to those which the Leader can arrange. Within a B.B. Company this may initially limit the choices to Company activities. Extension of the range will follow as the Leader becomes familiar with the Award and builds up external contacts.

If the participant has only limited time available it may be advisable to begin one Section of the Award only and move to another when this is complete. If required, the participant has until the 25th birthday to complete any level of the Award.

It is permitted to count an activity undertaken during the three months prior to enrolment into the Award but this is limited to one Section only, bearing in mind that the minimum age requirements and the conditions of the appropriate Section must be met. However, at Gold level no activities may be undertaken before the age of 16.

If the subjects taken are within the Company, the appropriate Company Officer for that subject should sign that Section and include his designation (e.g. *Band Officer*). However, the signing of more than one Section by the same Officer should be avoided as should the signing by a parent or relative who happens to also be a Company Officer - it is appreciated that in some very small Companies this may not be easy to achieve.

Silver Award

A young person can move on to the Silver Award at the age of 15 or can take the Silver Award direct. Again, some discretion is given to Operating Authorities to permit those who have completed the Bronze Award to make a start on the Silver Award just before their 15th birthday without imposing an artificial delay.

Participants should be encouraged to complete all Sections of a particular Award before embarking on a higher Award. However, it is possible to work for a Section of the next higher Award before completing the whole of a lower Award subject to (i) completion of that Section at the lower level (ii) the participant being of the appropriate starting age and (iii) a Record Book being purchased for the next level of Award.

For the Silver Award there are again four Sections – Volunteering, Physical, Skills and Expedition.

For Silver direct candidates, there are additional requirements as set out in The Handbook for DofE Leaders.

Gold Award

At the age of 16 a young person can move on to the Gold Award or can take the Gold Award direct. Note that no activities may be counted for the Gold Award before the 16th birthday.

Again, participants should be encouraged to complete all Sections of a particular Award before embarking on a higher Award. However, it is possible to work for a Section of the next higher Award before completing the whole of a lower Award subject to (i) completion of that Section at the lower level (ii) the participant being of the appropriate starting age and (iii) a Record Book being purchased for the next level of Award.

The same four Sections are repeated for the Gold Award but with the addition of the Residential Section.

For Gold direct candidates, there are additional requirements as set out in The Handbook for DofE Leaders.

Approval of Awards

The Company Captain or DofE Leader should check that the Record Book is properly completed in all Sections. Subject headings should comply with those used in The Handbook for DofE Leaders (e.g. Helping People, Team Sports, Media & Communication, etc.).

Where there is a Battalion Co-ordinator for the DofE the Book should then be passed to him/her indicating whether a B.B. uniform badge is required in addition to an Award lapel badge and Certificate and if so the appropriate payment should be enclosed. If there is no Battalion Co-ordinator then the application form together with the Record Book and any money should be submitted direct to Regional Headquarters (Felden Lodge in the case of England and Wales, Carronvale House for Scotland and Rathmore House for Northern Ireland).

Please allow plenty of time for the approval of Awards (at certain times of the year at least 28 days). Bear in mind that Gold Awards need secondary approval from DofE Headquarters which will require extra time. No Award at any level can be regarded as approved until the lapel badge is issued and presentation should only then be arranged.

It is expected that Companies will wish to mark the achievement of Awards at all levels by a suitable Presentation. Uniform should be worn at such formal occasions particularly where there are other groups also receiving Awards. In the case of Gold Awards, arrangements are made by the DofE Office for Certificates to be presented in the Regional capitals and even if recipients have left the Brigade they are entitled to wear uniform on that occasion to show that they gained their Award through The Boys' Brigade. Officers in support should also wear uniform.

In cases where a participant needs encouragement to continue with any level of the Award, there are small certificates available for presentation after the completion of any one Section. These are known as modular certificates and are available at Bronze, Silver and Gold levels. Obviously, these require approval through the same hierarchy as completed Record Books.

Volunteering Section

Participants within The Boys' Brigade can carry out instruction or leadership in one of the Sections of a Company (usually Anchor Boys or Junior Section at Bronze level) for the Volunteering Section of the Award. The Officer-in-Charge of the Section and the participant should hold an initial briefing confirming the nature of the Service and practical involvement. The start date for this Section will then be the first practical session (not including the earlier briefing) and then briefing/counselling sessions can be held at any time to discuss any difficulties which have arisen. The Officer should review progress and give guidance and support as needed. At Bronze level the B.B. "Building Your Skills" Course or other specialised appropriate training should be undertaken and a minimum of 3 months' service in a leadership role within one of the Sections of the Company is required. At Silver level a minimum of 6 months is required but either prior to commencement or as early as possible the participant should attend a Skills-Based Training Course as outlined in the Discover Programme or other specialised appropriate Course. At Gold level a minimum of 12 months' service is required and the participant should attend both weeks of K.G.VI or Youth Leader Training or another specialised appropriate Course.

"**Fundraising**" is another likely subject for Boys' Brigade members and which may very easily fit in with existing Company projects or with Brigade special appeals. However, bear in mind that this must not advantage the participant's own Company unit.

"**Sports Leadership/Coaching**" is a subject for which The Brigade nationally can provide training courses. "**Learning about the Fire Service**" can be undertaken for the Volunteering Section under the DofE heading of Community Action and Raising Awareness and where the local Fire Brigade will help but in all cases where there is a preliminary Course this can only count for one quarter of the prescribed period – the remaining three quarters must be practical, otherwise the subject would be better followed for the Skills Section under the DofE heading of Life Skills instead.

Voluntary service for the President's and Queen's Badges may at the same time be counted towards DofE provided the D. of E. requirements are met.

Additional flexibility is now provided which gives a Bronze Standard participant the choice of spending either three or six months on the Volunteering Section. A Silver participant is required to spend six months (a Silver direct participant can increase this to twelve months) and a Gold participant is required to spend twelve months on the Volunteering Section (a Gold direct participant can increase this to eighteen months).

Physical Section

Participation in B.B. football teams, cricket teams, indoor cricket teams, baseball teams, water polo teams, etc. can all count for the Physical Section. The participant can choose the period over which to complete this Section - either 3 months or 6 months at Bronze and Silver (direct entrants at Silver either 3 months, 6 months or 12 months) and either 6 months or 12 months at Gold (direct entrants 6 months, 12 months or 18 months). This is based on a regular commitment of an average of at least one hour a week including training sessions and the participant should agree with the Instructor/team manager/coach/Company Officer/Leader at the beginning of the period what participation and improvement is to be achieved. Targets and progress should be reviewed at periodic intervals.

Company swimming or physical activity classes can count for this Section and it may be helpful to continue to use the DofE Award tables of tests and standards even though the points system is no longer required. In these cases it is sensible to include the test items in the training sessions and gradually improve to meet either the former test standard or the maximum the Instructor feels can be required of a particular individual.

In appropriate subjects, Governing Body Standards should be aimed for.

Skills Section

The B.B. already provides ample choice of skills subjects in the Discover and Challenge Plus Programmes which can simultaneously count towards the DofE Skills Section but the Leader should ensure DofE Award conditions are always met. The participant may choose whether to spend three months or six months on the Skills Section at Bronze and Silver levels, and six months or twelve months at Gold level. In some cases this may better fit the planning of B.B. classes within the Company programme but in others it may present difficulties and in these cases it is perfectly reasonable for a Company with limited resources to discuss this and agree with the participants for any particular year that they will all follow the same pattern.

If the subject chosen is part of the Company programme it is acceptable for the Company Officer or Instructor taking that subject to act as Assessor at any level of the DofE Award. When completing the Record Book, the Assessor should enter the post he/she holds below the signature.

In the unlikely event that there is no acceptable topic in the B.B. Discover or Challenge Plus Programmes, refer to "Skills section ideas" in The Handbook for DofE Leaders. As mentioned earlier, if the subject chosen is outside the normal Company activities, the Assessor should be someone with a recognisable qualification or who is a member of some relevant and readily recognisable organisation (e.g. *Stamp Collecting (under Learning and Collecting for DofE) - a member of a Philately Society: Sports Officiating (under Games & Sports for DofE) - an Amateur Athletics Association Grade 1 Judge*). However, no young person should be expected to visit an Assessor alone and it may be preferable to ask the Assessor to meet the participant on Company premises during Company activities.

Expedition Section

Guidance for expeditions is covered in The DofE publication "Expedition Guide".

This is perhaps the Section within which a B.B. member can experience working towards the Award before actually being of age to do so. There are a number of topics which can be done within the Discover Programme which may prove to be useful when old enough to start expedition training – First Aid, Canoeing, Fitness, Maps, etc.

The expedition requirements for the B.B. Queen's Badge equate with the DofE Silver Standard Expedition provided DofE regulations are adhered to.

Expedition equipment and expedition safety

If doing joint work with girls, it is useful to give the girls an electronic alarm since a loud noise in the quiet countryside carries for some distance and is potentially frightening to an attacker. An alarm that uses different batteries to those in any radio is recommended.

Many local authorities will be happy to hire out expedition equipment.

It is essential that all instructors in expedition work within The Boys' Brigade are appropriately qualified as follows. B.B. Headquarters maintain a list of Expedition and Outdoor Leadership Certificate holders within the Organisation and can advise on obtaining, upgrading and renewing these qualifications. When signing Record Books, Assessors should add their own expedition qualification (e.g. *Holder of The Boys' Brigade Standard Expedition and Outdoor Leadership Certificate, etc.*) and their DofE Assessor Accreditation Number.

The Boys' Brigade Expedition and Outdoor Leadership Certificate

BASIC CERTIFICATE

For those who have passed the theory part of the assessment or completed a Gold Standard Expedition allowing them to assist in instructing young people and lead accompanied training expeditions in moderate and familiar terrain and, in doing so, gain experience

To teach Bronze Standard DofE Award Expedition Section -

STANDARD CERTIFICATE required

(Brigade Headquarters will accept the same qualified person both training and assessing only at Bronze Level)

To teach Silver Standard DofE Award Expedition Section -

STANDARD CERTIFICATE required

(That is for those leaders training and supervising expeditions up to the Queen's Badge or DofE Silver Award standards)

For those leaders training and supervising expeditions to DofE Gold Award standards i.e. in wild country -

ADVANCED CERTIFICATE required

A current Emergency First Aid , First Aid at Work or Adult Basic First Aid Certificate is necessary for both the Standard and Advanced Certificates to be valid.

Existing holders of A.B.E.L. can apply for the Standard Certificate.
Existing holders of M.L.T.B. can apply for the Advanced Certificate.

Residential Section

This Section is a requirement at Gold Standard only. The emphasis must be that it is done in the company of others **who are not already known to the participant**. With this proviso, there are a number of B.B. activities available to meet the requirement -

The Boys' Brigade K.G.VI Leadership Training Course. At the same time, both weeks of this Course will provide the necessary training for those taking Boys' Brigade at Gold Standard and working in a B.B. Company.

Joining the staff at the B.B. Camp of a different Company to that of the participant.

Joining the staff at Firm Foundations at Felden Lodge provided the stay is for at least four nights.

The theme of voluntary service taken for the Queen's Badge may be continued by help at holiday homes for the physically disadvantaged such as Vitalize Essential Breaks for Disabled People and Carers (formerly The Winged Fellowship Holiday Homes for the Disabled).

Alternatively, there are a number of Church-orientated events which are available such as Greenbelt, Spring Harvest, etc. but attendance should not be as part of a Group or with friends already known to the participant. Again, the stay must be for at least four nights.

School or youth group trips are **not** acceptable.

In special cases where it is difficult for the participant to meet the time requirement, the commitment can be spread over week-ends but the total period must be within a 12-month span and the same activity pursued throughout.

In all cases the organiser or other recognized official connected with the event should be made aware in advance of the reason for the young person's attendance and that he or she will be asked to certify in the Record Book that the requirements have been met.

Direct entry into the DofE at Silver and Gold

The Handbook for DofE Leaders sets out the requirements for direct entry into the Duke of Edinburgh's Award at Silver and Gold levels. There are additional time factors.

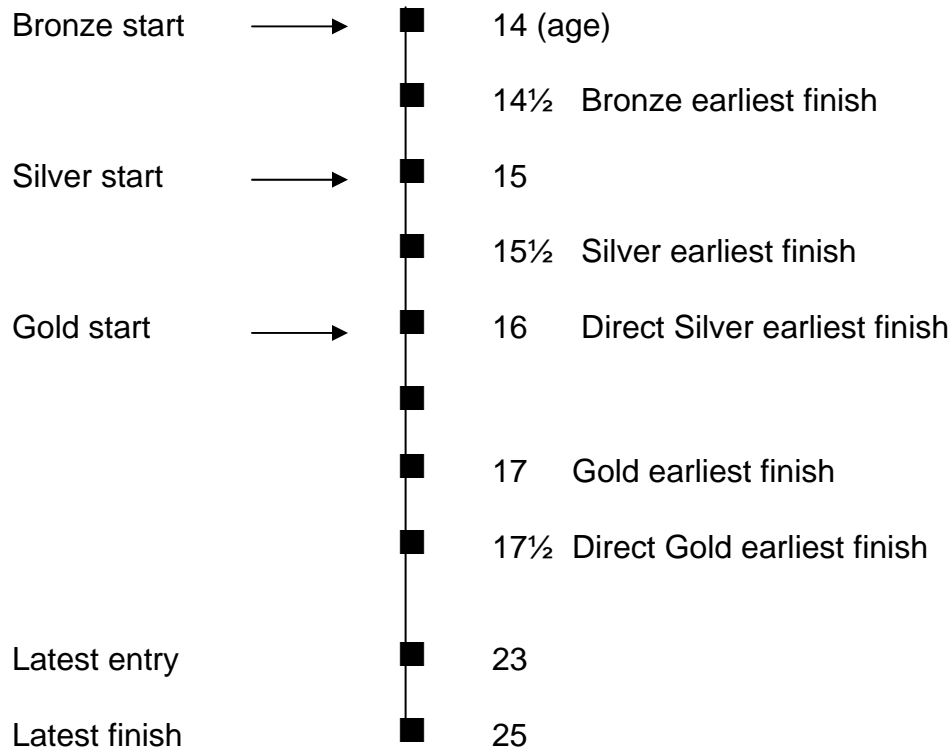
Direct entrants within The Boys' Brigade should not present any particular problems other than within the Expedition Section where it may be necessary to make special arrangements to train the young person up to the required standard.

Unattached young people

There has for many years been a general requirement for all Operating Authorities to help unattached boys and girls where possible by taking them on so that they make take part in the Award. "Unattached" here means young people who do not belong to an organisation which runs DofE. This might include your own Sunday School or Junior Church, etc.

It should be explained to any participant choosing to take the Award through The Boys' Brigade that they must accept our interpretations and requirements.

Starting and Finishing Ages



Notes

There is provision for a slightly earlier start on Bronze and Silver subjects if involved in an organised training course with an older group.

Activities undertaken during the three months prior to enrolment into the Award may count but this is limited to one Section only, bearing in mind that the minimum age requirements and the conditions of the appropriate Section must be met. However, no activity can count towards the Gold Award before the 16th birthday.

Participants who have completed the Bronze Award may start on the Silver before the age of 15 (14 $\frac{3}{4}$ maximum) without imposing an artificial delay.

Resource material

<u>Title</u>	<u>Available from</u>
The Handbook for DofE Leaders Expedition Guide Order Form and Price List	B.B. Supplies or The Award Scheme Ltd. The Award Scheme Ltd. The Award Scheme Ltd. or www.DofE.org/shop
DofE Magazine Gazette The Boys' Brigade/ DofE Newsletter	The Award Scheme Ltd. (Free) The Boys' Brigade Headquarters Battalion Co-ordinators
DofE Regional Newsletters	DofE Regional Offices

Promotional material is available from The Award Scheme Ltd. but it might be best to order it through the local B.B. Co-ordinator to minimise postage costs.

Useful addresses

The Boys' Brigade Headquarters (England and Wales),
Felden Lodge, Hemel Hempstead, Hertfordshire HP3 0BL
Tel. 01442-231681. Fax. 01442-235391.

Email: bbhq@boys-brigade.org.uk

Information on using The DofE Award in The Boys' Brigade can be found under <http://www.boys-brigade.org.uk/> and under Resources, Factsheets and Publications, The Duke of Edinburgh's Award, Using the DofE in The Boys' Brigade

The Boys' Brigade Headquarters (Scotland),
Carronvale House, Carronvale Road, Larbert, Stirlingshire FK5 3LH
Tel. 01324-562008. Fax. 01324-552323.

Email: carronvale@boys-brigade.org.uk

The Boys' Brigade Headquarters (Northern Ireland),
Rathmore House, 128 Glenarm Road, Larne, Co. Antrim BT40 1DZ
Tel. 01574-272794. Fax. 01574-275150.

Email: larne@boys-brigade.org.uk

The Boys' Brigade – B.B. Supplies,
Garcia Estate, Canterbury Road, Worthing, West Sussex BN13 1BW
Tel. 08707 442 292. Fax. 08707 203 842.

Website <http://shop.boys-brigade.org.uk>

The DofE Award,
Gulliver House, Madeira Walk, Windsor, Berkshire SL4 1EU
Tel. 01753-727400. Fax. 01753-810666.

Email: info@DofE.org Website: www.DofE.org

The Award Scheme Ltd.,
Unit 18/19, Stewartfield Industrial Estate, Newhaven Road, Edinburgh EH6 5RQ
Tel. 0131-5535280. Fax. 0131-5535776.

Email: asl@DofE.org Website: www.DofE.org/shop

As one of the first participating Organisations in the Award, The Boys' Brigade has long incorporated the DofE into local Company and Battalion programmes and work.

Countless numbers of young people have gained their Awards through The Brigade.

This publication guides B.B. Officers through the process of covering DofE Award work within the B.B. programme.