

How to complete the 4 sections of your DofE

1. **Remember** 1 of the sections has to be completed over 6 months whilst the other 2 are for 3 months.
2. If any of the 4 sections say 'draft' at the top of the page then all parts marked with an * must be filled in. You need to ensure that your 'goals' section is completed in as much detail as possible as this is the main part and the section **will only** be approved if there is enough detail in here. Once they have **ALL** been completed a box will open which asks you to choose a leader to approve the section. The only option it gives you is Mr Brown.
3. Whilst it is not essential as the main piece of evidence required to pass each section is the 'Assessors Report' it is good practice to upload further evidence such as photos as extra evidence.
4. Once you have completed either 3 or 6 months you need to get your Assessor to complete the 'Assessors Report'. They need to ensure that all key parts are completed correctly in line with the details you entered at the start of the section:
 - a. Activity
 - b. Date started / Completed. These must be the same as the start date and timescale as stated when you entered the section details and the completed date must fit in the timescale of the section be it 3 or 6 months.
 - c. Goals set by participant
 - d. Assessors personal details
5. This then needs to be uploaded to EDofE by either scanning it or taking a photo and uploading using the guidance via the 'upload evidence' tab.
6. Once you have uploaded the 'Assessors Report' and any other evidence an alert will be sent to Mr Brown and if he is happy with your evidence he will approve the section.

How to enter the details for the 3 sections onto EDofE

The screenshot shows the EDofE website interface. On the left is a navigation menu with options like 'DofE Information', 'My Bronze DofE', 'Volunteering', 'Add evidence', 'View evidence', 'Physical', 'Skills', 'Expedition', 'Resources', 'Keep Safe', 'My Settings', 'DofE Essentials', and 'Help'. Below the menu is a 'CEOP REPORT' button. The main content area is titled 'My Volunteering section' and contains a form with the following fields:

- Status: Not started
- Timescale: 3 Months
- * Start date: dd/mm/yyyy
- Earliest completion date:
- * Type/category of activity: (Please select)
- * Detailed activity chosen:
- * Where are you going to do it?: 0/140 characters used
- * What are your goals? What do you want to achieve?: 0/140 characters used
- * Assessor's name:
- * Assessor's position:
- Assessor's email:
- Assessor's telephone no:
- * Select your Leader: (Please select)

At the bottom of the form is a 'Submit for approval' button. A note states: 'This information will appear in your Achievement Pack, so check your spelling!'. On the right side of the page, there are several promotional banners for 'Expedition kit advice', 'DofE Casual', 'Driving', 'The LifeZone', 'DofE Shopping', and 'Leader's Resources'.

To complete each of the sections you need to enter all parts marked with the red *. Once all the details have been entered the box marked 'Submit for approval' will open. Click on this and if all the details are fine your DofE leader will approve the section.

Remember to put in as much detail as possible especially in the 'What are your goals? What do you want to achieve?' section. If this section is not in enough detail then your leader might not approve the section.

You can also upload information, assessor reports and other evidence using the DofE App

The screenshot shows the App Store listing for the 'Participant Activity Log App' by AwardWare Pty Ltd. The app is described as a productivity tool for participants of the Duke of Edinburgh's International Award. The listing includes the app icon, a description, and links to the developer's website and support page. The app is available on iPhone and iPad.

Participant Activity Log App
By AwardWare Pty Ltd
Open iTunes to buy and download apps.

Description
Activity logging tool for the Duke of Edinburgh's International Award.
The Participant Activity Log App is a productivity tool for Participants of the Duke Of Edinburgh's International Award

[AwardWare Pty Ltd Web Site](#) [Participant Activity Log App Support](#) [...More](#)

Screenshots iPhone | iPad

Or load up edofe.org on your phones and upload pictures of your evidence / assessor reports straight to your EDofE account.