



## eDofE – Frequently Asked Questions.

**1 Q What are the benefits of eDofE?**

**A** There are a lot! Amongst the main ones are:

- Participants can record all of their DofE information in one place – and it can't be lost or put through the washing machine.
- Participants can easily transfer between Licensed Organisations and their DofE information travels with them.
- Participants can produce an Achievement Pack to act as a lasting record of their DofE programme (and use it to show universities, employers etc.).
- Leaders can accurately track a participant's progress and take action if they think that a participant is in danger of dropping out.
- Licensed Organisations can easily produce reports and data to allow them to manage their DofE provision, and demonstrate its outcomes.

**2 Q Why has DofE gone online?**

**A** We haven't. We still offer the same programme that has had such a fantastic impact on millions of people's lives over the years and we as keen as ever on ensuring that DofE participants have the chance to get outdoors and take part in exciting activities.

However, we do want to offer participants the opportunity to record their DofE experiences and we are always trying to lighten the admin burden on adults delivering DofE. eDofE is a great way of achieving both of those objectives.

**3 Q I've heard that eDofE is hard to use, that most people aren't using it and that DofE will be turning the system off in the near future. Is this true?**

**A** No. eDofE isn't difficult to use – nearly 60,000 participants have completed their DofE programme using eDofE to record their progress in the last year. The DofE has spent a long time listening to feedback over the last three years and implementing eDofE developments based upon it. The system as it stands now is intuitive and usable. Most DofE participants who started their programme in 2011 are using eDofE. The system is definitely here to stay!

**4 Q I'm not really up to speed with eDofE – how do I get familiar with the system?**

**A** The best way is to get someone who is using the system on a regular basis to show you how to use it. Or simply log in and have a look around – you'll soon get the hang of the key functions. Either way, the key step is getting your Licensed Organisation to set you up with an eDofE account. DofE Region and Country Offices can also set Licensed Organisations up with a training zone, so they can get to grips with eDofE using dummy accounts and data.

Most Licensed Organisations are running eDofE training sessions of one type or another. If yours isn't for whatever reason, get in touch with your DofE Region or Country Office who will be able to help. You may even be able to join a training webinar and learn how to use eDofE from the comfort of your own home.

There are also simple, straight forward user guides available in the eDofE Resource Zone and help text throughout the system. DofE is also developing a series of training videos to demonstrate how to carry out key tasks in eDofE; keep an eye out for these training videos which will be appearing soon.

**5 Q I've heard that there are going to be some changes to eDofE in 2013? Is this true? Can you tell us what the changes are likely to be?**

**A** In fact, there are constant changes to eDofE – the system is developing all of the time! Some of these changes are fairly minor though and not all of them are visible to everyone.

But yes, there are a few changes planned in the system for 2013. These include;

- On-going fixes to minor bugs
- Upgrades to the Expedition section functionality (only in eDofE terms!)
- Further development of eDofE Mapping
- The integration of all adult training records
- More customisation options to give leaders the opportunity to turn off alerts
- 'Single sign in', allowing those adults with multiple accounts to log in using one set of details

**6 Q I read in the DofE magazine that there will be some changes on 1<sup>st</sup> April 2013. Could you tell us more about what's happening on that date?**

**A** Two key changes will take effect on the 1<sup>st</sup> of April.

- The Achieved Off Line Functionality will be unavailable for anybody registering on eDofE or having a new level of Award added on or after 1<sup>st</sup> April 2013.
- DofE Award Verifiers can no longer be involved in the support or assessment of a participant's Award (some DofE Award Verifiers are currently undertaking other DofE roles while their organisation makes arrangements for a 'dedicated' DofE Award Verifier to be appointed).

**7 Q So after 1<sup>st</sup> April 2013, will all participants have to use eDofE then?**

**A** Yes. Any participant who is registered to start their DofE Programme on or after 1<sup>st</sup> April 2013 will have to use eDofE to record their programme. Simply using the *Keeping Track* booklet to record participants progress will not be acceptable.

**8 Q I work with participants who have additional needs and find it difficult or are unable to use eDofE. What are you doing to ensure that these participants can continue to undertake a DofE programme?**

**A** We are absolutely committed (as we always have been) to making sure that our programme is achievable by all. Accordingly, we will continue to ensure that eDofE meets accessibility standards.

As well as this, we will be introducing functionality to allow those leaders who work with participants who have additional needs to act on their behalf within eDofE, making sure that they too can produce an Achievement Pack and have a lasting record of their DofE Programme.

We will also be introducing similar functionality for those leaders who work with groups who are unable to access the system for religious or cultural needs.

**9 Q We don't have an internet connection or computers in our meeting place – will we need one now?**

**A** No! Although an internet connection in your meeting place can be very useful if you want to run group sessions (particularly when setting up a new group of participants on eDofE) it's definitely not necessary.

Leaders, managers, co-ordinators and participants do all need to have access to eDofE to set up, manage and record DofE programmes. However, this certainly doesn't have to be done at DofE meetings.

About 80% of the UK's population have a home broadband connection (with the figure being slightly higher than average in rural areas) so it's not unrealistic to expect many participants to manage their eDofE record at home. Of course, not everyone is going to be able to do that and some participants will need to access eDofE at school, in a library or another venue. Some DofE groups use a laptop with a 3g dongle if no broadband is available and have that running for participants to use while they are at their meetings.

**10 Q I've heard that the welcome pack will be withdrawn on 1<sup>st</sup> April as well – is that true?**

**A** No, that's definitely not true. The welcome pack will be replaced at some point in 2013 now that eDofE is fully operational. However, it will be replaced by something else.

**11 Q What if my participants don't want to sit in front of a computer to do their DofE? What are the minimum requirements that participants need to do on eDofE?**

**A** Participants just need to:

1. Input their basic information
2. Set their timescales and complete their section plans
3. Upload (or get their Assessor or leader to upload) an Assessor's Report.

And that's it!

Of course, in many cases, participants will want to upload photos and other evidence to create an Achievement Pack, but while this should be encouraged, they certainly don't have to.

**12 Q What exactly is an Assessor's Report?**

**A** An Assessor's Report is uploaded to eDofE to demonstrate that a participant has met the goals that they set for themselves in a particular DofE section. An Assessor's report can only be one of the following:

- A report inputted directly to the participants account via the form at <http://www.dofe.org/assessor/>
- An uploaded scan or photograph of the relevant pages from the *Keeping Track* booklet
- A photograph or scan of a completed Assessors Report on the Assessors Report pro-forma in the resources zone.

**13 Q My participants have completed their Gold awards on eDofE, and I've approved them on eDofE. Do I also need to submit a GA7 form?**

**A** No. Since April 2012, participants completing their Gold Award through eDofE have been prompted to enter the information required for them to attend a Gold Award Presentation in eDofE. Once a young person's Gold Award is approved by their LO and region they are then automatically added to the Gold Award Presentation waiting list.