

The Boys' Brigade

eDofE Overview

Handouts

1. eDofE Intro
2. Leader FAQs

Demonstration Forms

1. Captain Letter
2. Staff Enrolment Form
3. Participant Enrolment Form
4. Record Book Order Form
5. Letter from BB allocating Credits

What we're going to cover

- What is eDofE?
- The roles within eDofE
- The New Welcome Pack
- Types of Evidence and the Role of the Assessor
- Support

We are going to cover:

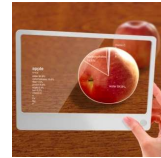
- Overview and Benefits of eDofE
- Roles in eDofE and what they do
- Welcome packs
- Types of evidence and the role of the assessor
- Support

Why should the DofE embrace technology?

- We need to engage with YPs using the modern technology that they use
- It will give a clearer picture of DofE activities than we've ever had before

Greater understanding of the:

- characteristics of young people taking part
- activities they choose
- barriers to completion



We all use technology. Many of us have mobile phones, sat navs, computers at home or work.

Young people expected to use IT in their every day lives.

Schools set homework online, young people communicate with each other and it's the source of their entertainment.

We need to engage with young people using the modern technology that they use.

Can you imagine where we will be 10 years from now if we did not do this?

eDofE will provide you with a clearer picture of your participants in real time.

This will:

help to develop DofE programmes

help to provide support where needed

enable quicker reporting, giving day by day snapshots

speed up communications.

This is real time information, not 2 years old as it currently is.

What is eDofE?

- Manages young people doing their DofE
- Participants can record a range of evidence
- Manage and monitor progress
- Improves communication
- Improves understanding of all levels of the DofE



The screenshot shows a user profile for Helen White. It includes a photo of a young girl in a red life jacket. The profile details are as follows:

MY DETAILS	
Helen White	
eDofE User ID:	2873
Programme:	Bronze
DofE Centre:	Test Centre 02
Centre Group:	Test Group B
Main Contact:	Mr Richard White

Below the details are sections for communications and progress:

COMMUNICATIONS AND NEWS	
New Messages:	None
Alerts:	None
News Releases:	None

PROGRESS	
Volunteering	47%
Physical	0%
Skill	0%
Expedition	95%
Time left	184 days

E stands for 'electronic'

It is an electronic record keeping system

The most important aspect of eDofE is that it helps young people manage and record their DofE activities, taking real ownership of their programme and evidencing this in an imaginative and creative way.

It also allows Leaders and OAs to manage and monitor progress, improves communication and provides management information to help those responsible for managing and improving access and delivery at all levels.

eDofE came into operation for the BB on 1st Jan 2010.

Data protection

- eDofE complies with current **data protection legislation**
- The DofE's online **privacy policy** has been updated to include the data that is collected and used through eDofE
- **Data is secure** and regularly backed up – it will not be lost



We have a long term commercial contract in place with Bluecube, a leading IT development company. All information is safe and secure. The DofE infrastructure is housed within a secure Tier 3 data centre environment. There are several security measures utilised at the facility such as a moat type structure and IR sensors surrounding the building, armoured glass, 24/7 security with CCTV and a high level of access control. Current plans are to keep the data forever.

The DofE has made a strategic commitment to achieving British Standard ISO/IEC 27001:2005 'Information Technology Security' to certify an effective Information Security Management System for the DofE and eDofE.

This will ensure that the DofE has established processes of implementing, operating, monitoring, reviewing, maintaining and improving the ways it manages information security, both digital and physical.

The standard 'is designed to ensure the selection of adequate and proportionate security controls that protect information assets and give confidence to interested parties.'

(ISO 27001:2005, p.1).

Safeguarding

- Safeguarding practices are built into the system based on guidance from the Home Office Task Force on Child Protection on the Internet 2008.
- These include:
 - Data security and strict controls on data and messaging
 - Safeguarding and child protection policies and procedures
 - Advice during registration on internet safety and safeguarding issues including ways to report them.



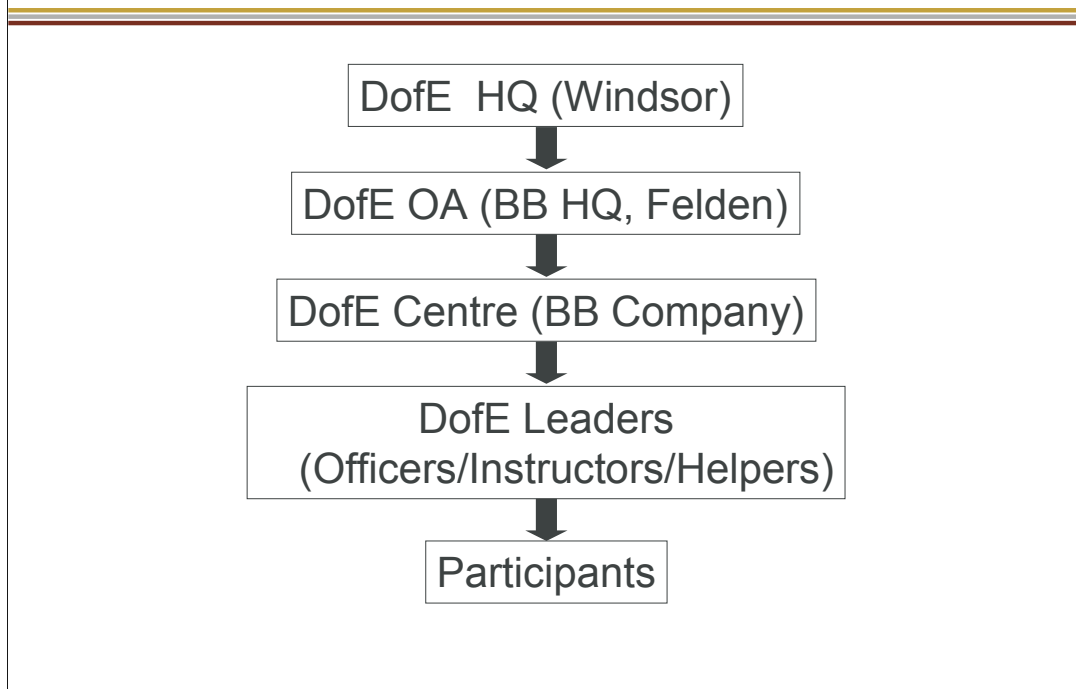
Safety of young people and interests of Leaders and Operating Authorities remain **high priorities** to the DofE.

The DofE are also working with CEOP (Child Exploitation and Online Protection agency) to ensure the highest safeguarding standards and fully comply with Home Office Guidance.

There is an button (CEOP Report) in eDofE which is a direct link to the CEOP website where young people can take advice if they feel uncomfortable at any time.

Roles
in
eDofE

Roles within the system



- Regional/Country office will set up the Operating Authority in eDofE – the BB is an Operating Authority
- The Operating Authority set up centres – individual BB Companies are Centres
- DofE Leaders set up participants

Each level is established on the system by the level above.

Further information on each role and what they can see and do is included in the user guides.

Assessors will not have direct access to the system.

What Head Office Does

- Creates DofE Operating Authorities
- Monitors & Supports Operating Authorities
- Approves Gold Awards
- Provides feedback from network on system
- Uses information to target development work



What the OA Does – Set Up

- Creates DofE centres on the system (BB Companies)
- Adds primary DofE Leader to DofE centres (Captain/BB DofE Leader)
- Purchases participation places and Welcome Packs from ASL
- Assigns participation places (credits) to centres and distributes Record Books / Welcome Packs



1. Create DofE centres (Companies) on the system following receipt of Staff Enrolment Form

– **show example of Captain Letter and Staff Enrolment Form**

2. Add primary DofE Leader (BB Captain or BB DofE Leader) to DofE Centres (Company)

Each BB Company will have one primary point of contact of their choice, but additional leaders/volunteers/helpers can be added to eDofE.

The Staff enrolment for can be used internally for this.

3. Purchase participation places and Welcome Packs from ASL

4. Assign participation places to centres on receipt of order forms and distributes Record Books / Welcome packs.

What the OA Does - Monitoring & Support

- Monitors and provides support through eDofE
- Sends messages within the system
- Creates and post news
- Maintains OA information
- Quality Check of Centres
- Approval of DofE Awards



Send messages within the system – messages can be sent to those above and below you in the hierarchy, and if someone from another OA provides their name and user ID number you can message others within eDofE

Create and post news – this can be done for your centre, groups and participants.

You can choose who receives it and how long it stays up.

Maintain OA information including OA and Centre staff and contact information

What the DofE Leader Does - Set Up

- Creates and manages groups
 - e.g. centre - 1st Cheslyn Hay Company
 - groups
 - Bronze group 1
 - Bronze group 2
 - Silver group 1
- Creates additional Leaders
- Allocates a Leader to each group
- Creates participants



Following receipt of credits letter and participant enrolment forms Leader:-

-Creates groups

-Creates additional Leaders

Each BB Company will have one primary point of contact of their choice, but additional leaders/volunteers/helpers can be added to eDofE.

The Staff enrolment form can be used internally for this.

•Allocates leaders

•Creates Participants and allocates them to a group.

Creating/Setting up a Participant

- Participant fills out BB DofE enrolment form
- Participant pays participation fee
- DofE Leader orders Record Book from Felden using BB Order Form
- OA allocates eDofE credits and sends Welcome Pack / Record Book
- DofE Leader creates participant account
- System sends participant username and password
- Participant enters basic details

1. Fills out BB DofE Participant Enrolment form – **show example**

This includes agreement on use of data, parental consent for U18, making sure that all protocols are adhered to

(e.g. min age, starting date etc) – the system does check this to help avoid mistakes

2. Pays registration fee – in the usual way.

3. Primary DofE Leader orders Record Book from Felden using BB Order Form – **show example**

4. OA allocates eDofE credits to the email address on the order form and sends Welcome Pack along with letter detailing user name and password to access credits – **show example**

5. DofE Leader sets up participant place

6. System sends participant username and password

7. Participant enters basic compulsory details

DofE Leader Management Role

- DofE Leaders:
 - Monitor progress
 - Message participants (within their group, centre) and OA
 - Post news
- Check and approve / withdraw participants' evidence
- Verify specific sections when completed

What The Participant Does

- Decides section activities, timescales, objectives
- *Leader alerted & approves*
- Participant starts activity & collects evidence
- Evidence uploaded by participant
- *Leader alerted & approves*
- *When completed section, gain approval from Leader*
- *When all sections completed final approval from OA is given*
- *For Gold, approval given from the DofE Regional/ Country office.*

System Administration - Users Profile - Windows Internet Explorer

DE https://www.edofe.org/Admin/Common/Profile/Default.aspx?UserDetailId=2873

File Edit View Favorites Tools Help

Go www.DofE.org DofE Quick Links Messages from the DofE [1] DofE Shop Calculator DofE promo 16°C

The Shed | Chat - The Home ... DE System Administration - U... X Google Maps

eDofE DofE LEADER

HOME PROFILE MESSAGES WHAT'S NEW USEFUL STUFF CONTACT THE DofE SIGN OUT A A A

You are here: > System Administration > Users Profile

DofE DATA Summary Personal Details Address Information Contact Details Next of Kin
Education Qualified Skills Hobbies/Interests Work Experiences

WEBSITE DATA

PARTICIPANTS PERSONAL INFORMATION


MANAGE PARTICIPANTS
CREATE PARTICIPANT
SUBMIT LEVEL COMPLETIONS

NEWS ADMIN
RESOURCE ADMIN
HELP

CEOP REPORT
ceop.police.uk

Main Personal Info

Personal Details
Full Name: Miss Helen White
DofE Centre: **Test Centre 01**
Centre Group: Test Group B
Actions: [Preferences](#)
[Logins](#)
[Create Message](#)

Profile Picture


BRONZE PROGRAMME DETAILS

Last logged on: 11 minutes ago

Volunteering:	<div style="width: 48%; background-color: red; height: 10px;"></div>	48%
Physical:	<div style="width: 39%; background-color: yellow; height: 10px;"></div>	39%
Skill:	<div style="width: 20%; background-color: blue; height: 10px;"></div>	20%
Expedition:	<div style="width: 95%; background-color: green; height: 10px;"></div>	95%
Time:	<div style="width: 47%; background-color: brown; height: 10px;"></div>	47%

181 days

Date Started: 23/09/2008

Volunteering Duration: 3 months
Physical Duration: 6 months
Skill Duration: 3 months

Actions: [Objectives](#)
[Evidence](#)
[Approvals](#)
[Adjust Progress](#)

Example participant overview screen showing progress in sections

Welcome Pack



Show Example

There is a different one for each level.

It is possible to participate and achieve an Award using the welcome pack alone, although it obviously works best using eDofE.

Once the system is fully established it will only be possible to achieve a DofE Award through eDofE.

- Record Books can be used until run out

BB has a large stock of Record Books so will issue these until the supply is exhausted.

BB will issue credits along with record books so Companies can choose which method they wish to follow.

- New participants should be encouraged to use eDofE.

Types of Evidence

- Young people can upload the following:
 - Text (i.e. their own diary)
 - Photographs and images
 - Anything they can scan in and save as a PDF (Certificates, Assessor comments etc)
 - Video/Audio/Phlogging
- Leaders are automatically alerted when new evidence is added
- All evidence requires Leader approval
- It is important that Leaders go in and check for evidence regularly



Leaders will receive an alert when they log in if they have evidence to approve.

Phlogging simply means blogging with your phone.

It is when you can call a phone number and the provider takes your audio recording and transforms your spoken words into text.

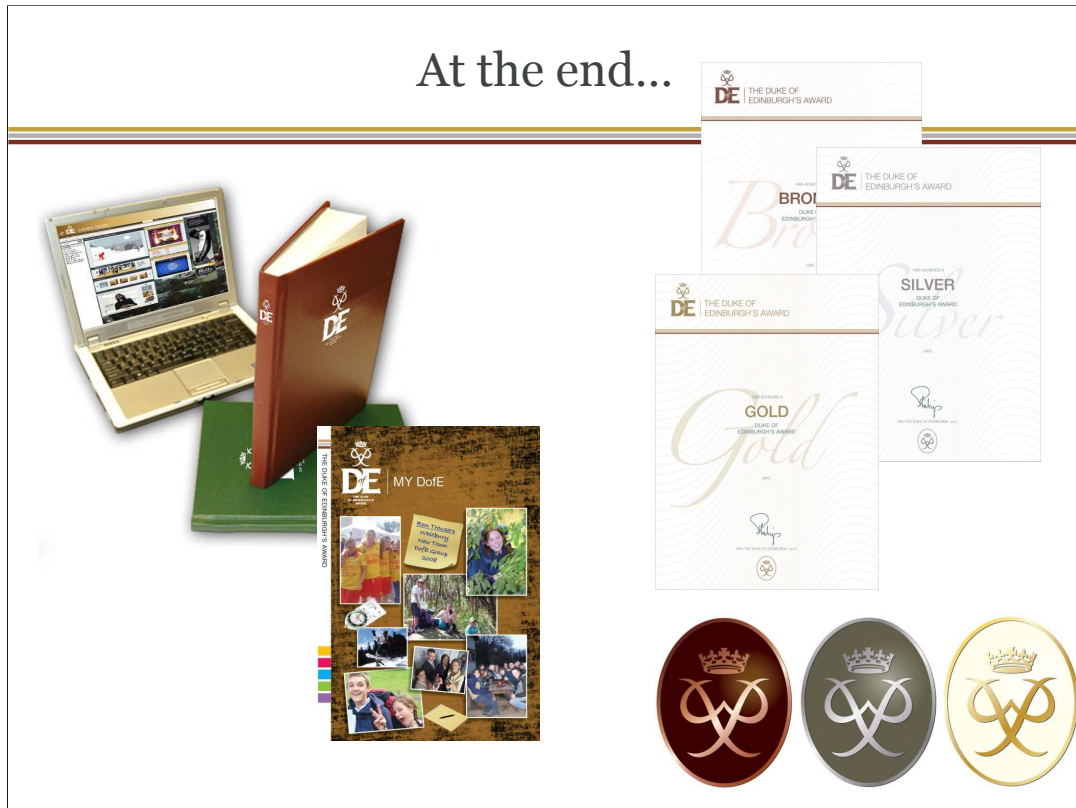
Assessor Role

- No direct access to eDofE
- Provide evidence for participants to upload
 - Photographs and images
 - Video
 - Audio
 - Text (i.e. a written report from the Keeping Track Booklet or any other format)
 - Coming soon: Assessors can telephone into system



Assessor can still provide their evidence in the usual way i.e. using the form in the Keeping Track booklet which is similar to the old record book page or by a variety of other formats which the participant can then scan or photograph and upload. As with all evidence it still needs to be approved by the Leader.

At the end...



- In addition to the current certificates and badges, it is planned that participants will be able to produce and download a 'scrap book' of evidence (text, photos etc) of their DofE experience (The Achievement Pack). This will provide a permanent physical reminder for them.
- DofE are also exploring the idea of producing a bound version that participants will be able to buy.
- The pack is still in development.

Further Information

Teams

- The Volunteering section can be done either as individual or in a team. If in a team, the Leader needs to set it up.
- The Expedition section is always undertaken in a team. This includes training, practice and qualifying expeditions.
- Separate user guides for both participants and Leaders have been produced for the Expedition section.



Support

- Help function within eDofE
- User Guides – downloaded from eDofE or www.dofe.org
 - Participants
 - Participants - expedition
 - Leader and Centre Co-ordinator
 - Leader – expedition
 - Operating Authority
- FAQs
- Enquiry line – 0845 467 0487
- Email – edofe@dofe.org



Lots of resources on DofE website in eDofE section:

- eDofE Access for Young People.pdf
- eDofE DofE Mag Insert.pdf
- eDofE FAQ for Leaders.pdf
- eDofE FAQ.pdf
- eDofE Guide for DofE Centre Staff.pdf
- eDofE Guide for Expedition Section - Participants.pdf
- eDofE Guide for Expeditions - Centres.pdf
- eDofE Guide for Op Auth Co-ordinators.pdf
- eDofE Guide for Participants.pdf
- eDofE Intro A4.pdf
- eDofE pilots feedback.pdf
- eDofE_Terms_and_conditions.pdf
- Guidance on using 2 record systems.doc

DofE Magazine inserts.

The Enquiry line will be run by DofE staff.

On-line demo



See eDofE section of DofE website

Acknowledgements

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Mr Richard White
Programme Manager
The DofE, Windsor

which has been used with kind permission.