



TUDOR GRANGE ACADEMY SOLIHULL

COMPLETING YOUR DUKE OF EDINBURGH'S AWARD

You may have started a Bronze, Silver or Gold Duke of Edinburgh award during your education at Tudor Grange Academy Solihull, but did you complete the award? You have until your 25th birthday to complete the award, but don't leave it too long – get it completed over this summer while you have some free time on your hands.

Employers, colleges and universities value the Duke of Edinburgh award – it may be give you that competitive edge when applying for jobs or further education opportunities.

Check out this 10 Step User Guide:

[eDofE 10 Step User Guide](#)

WHAT DO I NEED TO COMPLETE A SECTION?

The minimum evidence you will need is an assessor report. See examples in Step 6 of the User Guide above. *Note: All sections of the paper report have been completed! Make sure your report is similarly completed (Name, eDofE ID number, start/end dates, goals, dated signature of assessor, assessor name and all contact details, plus an explanation of activities undertaken).*

ACTIVITY
COMPLETED

HAVE YOUR REPORT CARD FROM WELCOME PACK?

YES

PAPER REPORT CARD:
GET YOUR ASSESSOR TO
COMPLETE A REPORT,
SCAN/PHOTOGRAPH AND
UPLOAD (Step 7)

NO

PAPER REPORT LOST:
GIVE YOUR EDOFE ID NUMBER TO
YOUR ASSESSOR AND ASK THEM
TO COMPLETE AN ONLINE REPORT
(eDofE Assessor Portal)

ADDITIONAL EVIDENCE

Although not essential, it is sometimes helpful to leaders or your award verifier to see additional evidence of your activities. Take a look at Step 5 on the User Guide. Photographs are good (particularly for creative activities) and activity logs can be useful too ([Activity Logs](#))

NOT BEEN ABLE TO COMPLETE THE ACTIVITY YOU STARTED?

See <https://www.dofe.org/dofewithadifference/> for ideas on activities you can complete at home.

If you started an activity but did not complete, the time you have completed counts towards your award. Simply get an assessor to complete a report for the initial activity and submit.

Now find a new activity you can complete for the remainder of the time (eg Volunteered in charity shop for 3 weeks, doing further 9 weeks helping an elderly neighbour), submit a change of activity request (<https://help.edofe.org/hc/en-gb/articles/360024234534-How-do-I-change-my-activity->) then submit a second assessor report for the new activity when completed.

STILL NEED FURTHER HELP?

Contact Miss Rollason, the Duke of Edinburgh Manager And Educational Visits Coordinator, via email; rrollason@solihull.tgacademy.org.uk) and she will answer your queries as soon as possible.

GOOD LUCK! HOPE TO SEE YOUR AWARD COMING THROUGH FOR APPROVAL IN THE VERY NEAR FUTURE....