

12 Apr 11

OC Squadrons
Attn Sqn DofE Officers

EDOFE - UPDATE - TRIAL LICENCES AND REGISTERING OF CANDIDATES

1. Unit DofE Officers have now all been registered with the DofE scheme on EDOFE, and should have had a confirmation email informing them of this. They are required to log on, complete personal details and change password as they see fit. Any changes to unit DofE staff to be notified to the Wg DofE Officer - together with an email address.
2. Each unit has also now been allocated a trial licence - in a fictitious name (made up name of a Christian name and the surname of the DofE Officer and using their email). The date of birth for all is 01/01/1997. Unit DofE Officers should have also received an email telling them they have been so registered as this trial licence.
3. Unit DofE officers can now assume the identity of this candidate and backdate entries for up to 3 months and begin to complete a bronze DofE - to see what the cadets will actually need to do. They can then submit each section to themselves (as Unit DofE Officers) and approve each section etc. When all 4 done submit to me for authorisation.
 - a. User guides for this are on the DofE website
 - b. Bronze will take 6 months but you can backdate for 3 months so I would hope to see these trial licences achieving that in that time.
4. Unit DofE Officers will note that there are e-messages that are sent within the EdofE system - to get these you need to logon to the EdofE and view them. This is like an internal intranet.
5. I can confirm that for the foreseeable future that Bronze prices remain at £7.00, Silver at £12 and Gold at £18. (The DofE have increased their prices as of Apr 11 to £14 Bronze & Silver and £20 for Gold) But we have stocks at the old prices. I will notify units when that changes.

4. REGISTERING OF GENUINE CANDIDATES

Units can register cadets for the EdofE as follows;

a. BRONZE

Units are to get the candidate to complete the Participant Enrolment form (copy attached) - further copies from DofE website. A copy will be available on Wing web site. **THEY MUST INCLUDE THE REFERENCE NUMBER ON INSIDE FRONT COVER OF PIZZA BOX RECORD BOOKS AS SHOWN.** This form must then be sent to the Wg DofE Officer who will register the cadet on the system. (The form will be filed with him). Old style books cannot be used for EDOFE.

The candidate will get an email notifying them of being registered.

b. SILVER & GOLD

Units are to get the candidate to complete the Participant Enrolment form as mentioned above -

BUT

MUST SUBMIT TO THE WG DOFE OFFICER THE SMALL KEEPING TRACK BOOKLET (FROM PIZZA BOX). The candidate will then be issued with a wing reference number and the book will be returned to unit, and the candidate registered. They will receive an email informing them of this. Old style books cannot be used for EDOFE.

5. ON NO ACCOUNT ARE UNITS TO REGISTER CANDIDATES ON THE SYSTEM - THIS MUST BE DONE BY WG DOFE OFFICER.

6. Refunds of the £7.00 subsidy are recorded by the Wg DofE Officer who will continue to ask for cheques from Wing funds when awards at BRONZE are made.

7. **IT IS STRESSED THAT THE USE OF EDOFE IS NOT COMPULSORY** - Units can continue as now with the paper books. It is your decision.

Original Signed

B Coats
Sqn Ldr
Wg DofE Officer

Copy to
OC Wing
WSO's