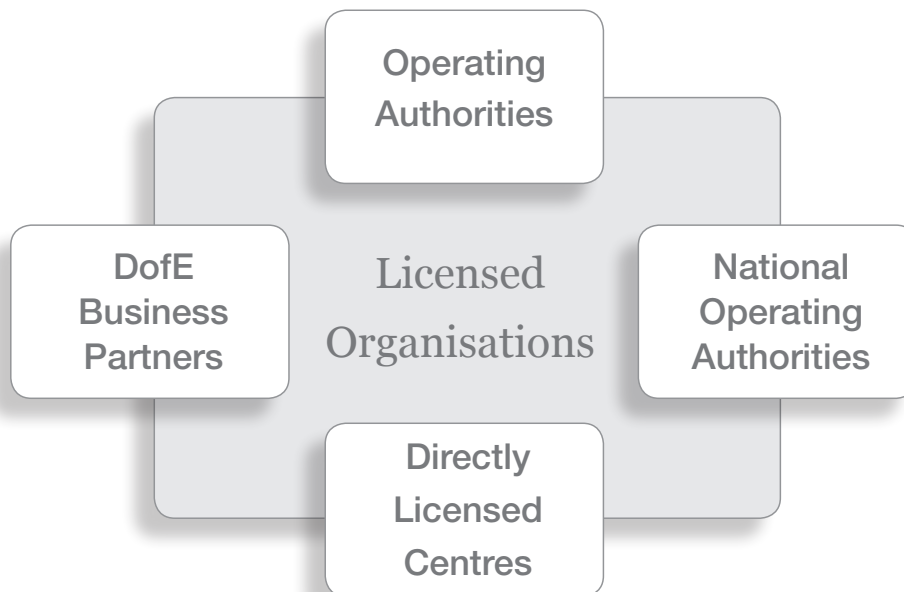


Changes in the DofE's structure and terminology

This document outlines the changes made to some DofE terminology and the reasons behind the changes.

The DofE constantly reviews its processes, procedures and the terminology used in them. In 2011, the DofE started to licence more types of organisation to offer DofE programmes than it had done previously. Accordingly, we took the decision to alter some of the terminology around the types of organisation that offer DofE programmes. The text below outlines that new structure.

A wide range of organisations run DofE programmes. After satisfying a number of conditions, they are granted a licence to do so. Accordingly, the collective term for them is Licensed Organisation (LO). The diagram below illustrates the different types of Licensed Organisation:



Definitions

OA: An Operating Authority (OA) is a type of Licensed Organisation which holds the licence to deliver DofE programmes in a specified geographic area (though there may be other Licensed Organisations within this area). Operating Authority licences are often held by local authorities which offer DofE through their youth services and which support a range of DofE centres in their area.

NOA: A National Operating Authority (NOA) is a type of Licensed Organisation which holds a licence to deliver DofE programmes to the young people with whom they work in one or more of the UK nations. Examples include Mencap, The Scout Association and the Air Training Corps.

DLC: A Directly Licensed Centre (DLC) is a type of Licensed Organisation which holds a licence to deliver DofE programmes to young people on its own premises. Directly Licensed Centres can include, for example, schools, academies, colleges, youth clubs and young offender institutions, which do not run their DofE provision under a licence provided by an Operating Authority.

DofE Business Partner: A DofE Business Partner is a type of Licensed Organisation which offers a DofE programme to a number of its employees.

All of the different types of Licensed Organisation are structured in a similar way.

The chart below outlines how the DofE is structured.



Frequently asked questions:

Why have these changes been made?

The DofE started to licence different types of organisations in 2011 and also altered the way in which some existing relationships are managed. It soon became apparent that the current terminology, using 'Operating Authority' as an umbrella term to describe these organisations was no longer suitable.

Using 'Operating Authority' or OA to describe both Directly Licensed Centres and traditional local authority OAs was confusing!

Okay... but what practical benefits will that have?

Differentiating between the different types of organisation that run DofE programmes will help us to give better, more accurate guidance to staff and volunteers in those organisations about how to run really good programmes in their particular setting.

For example, a DofE Manager in a Directly Licensed Centre might face some different challenges to a DofE Manager in a National Operating Authority or an Operating Authority.

Clearly identifying Directly Licensed Centres helps us to identify particular good practice from that type of organisation and share it with those to whom it is relevant.

When do these changes come into effect?

These changes are being introduced with immediate effect. The DofE website, eDofE and all of our published resources will be updated over the coming months.

How will these changes affect me?

The majority of those running DofE activities won't notice any difference at all and will be able to get on with the excellent work that they do, providing DofE programmes to young people around the UK.

However, if you aren't sure which type of Licensed Organisation you belong to, it's worth having a chat with your DofE Manager to make sure – then if you need to ask anyone outside of your LO for advice or assistance (e.g. one of the DofE Regional or Country Offices) you can accurately describe the type of organisation that you work in.

My Licensed Organisation currently holds an Independent Schools Licence – what does this mean for us?

When your current licence expires (or at a date in advance of this, if agreed by your DofE Regional or Country Office) you will move over to becoming a Directly Licensed Centre.

Glossary of roles and DofE terminology

Achievement Pack

A book containing pictorial evidence and records of a young person's activities undertaken as part of their DofE programme, compiled through eDofE.

Assessor

An adult who checks on a young person's progress and agrees the completion of a section of their programme. They will provide an Assessor's report to confirm this (see below).

In the Expedition section, qualifying expeditions must be assessed by a competent adult who is approved by the Licensed Organisation and accredited by The Duke of Edinburgh's Award Charity. Some Assessors are members of volunteer networks which are managed directly by the DofE. Each network is based in a wild country area and members provide a service for Licensed Organisations, assessing expedition teams. For more details see www.DofE.org/go/expeditionareas

Assessor's report

An Assessor's report is completed by the Assessor for a particular section of a participant's programme. It constitutes a review of the activities that the young person has been carrying out and documents their progress towards their goals. The report can be recorded online via the DofE website (www.DofE.org/assessor), a voice recording, or using the *Keeping Track* booklet.

Award holder

A young person who has achieved a Duke of Edinburgh's Award by completing their DofE programme.

Directly Licensed Centre (DLC)

A Directly Licensed Centre is a type of Licensed Organisation which holds a licence to deliver DofE programmes to young people on its own premises. Directly Licensed Centres can include schools, youth clubs and young offender institutions, which do not run their DofE provision under a licence provided by an Operating Authority.

DofE Business

A DofE Business Partner is a type of Licensed Organisation which offers a DofE programme to a number of its employees.

DofE Award Verifier

In Licensed Organisations, a DofE Award Verifier is appointed to grant final approval to Awards. They are completely independent from the delivery of the DofE programme to the young people.

DofE centre

A location where the DofE is run, for example, a school, youth centre or young offender institution. There may be one or more groups at a centre.

DofE Co-ordinator

The person who sets up and manages the DofE in a centre. They support the Leaders and oversee the groups.

DofE group

A group of young people who are working together on their DofE programmes, with one or more DofE Leaders.

DofE Leader

The adult responsible for a DofE group. They lead, guide and encourage young people, agree their programme choices and sign off *Keeping Track* booklets and their eDofE evidence.

DofE Manager

The named person in a Licensed Organisation who is responsible for the day-to-day delivery of the DofE. There will often be other assistants, administrators and staff involved.

DofE team

This is to describe participants who are working on a specific sectional activity. For example: a Silver expedition team will have four to seven participants or a Bronze volunteering team may have three working on a recycling project.

eDofE

The online system for managing young people's progress through their DofE programmes.

Expedition Supervisor

A Supervisor is essential for the Expedition section as they are responsible for supervising and supporting a team of participants to ensure their safety and well-being whilst they are doing their expedition.

Expedition Training Framework

The Expedition Training Framework consists of a number of areas in

which young people must prove their competency before they can undertake their DofE expedition. This skills training helps to ensure their safety.

Helper

Any adult who volunteers to help a DofE Leader run a group. They may give general support, i.e. administration, help run one section or give specific training.

Licensed Organisation

Licensed Organisation is the umbrella term used for the four different types of organisation that can hold licences to deliver DofE programmes. The four different types of organisation are:

- Directly Licensed Centre
- National Operating Authority
- Operating Authority
- DofE Business Partner

Modular Training Framework

The DofE maintains a number of training modules to help all adults involved in the DofE to develop the skills that they need to carry out their role effectively. Collectively, these modules are referred to as the Modular Training Framework.

National Operating Authority

A National Operating Authority is a type of Licensed Organisation which holds a licence to deliver DofE programmes to the young people with whom they work in one or more of the UK nations.

Operating Authority (OA)

An Operating Authority is a type of Licensed Organisation which holds the licence to deliver DofE programmes in a specified geographic area. Operating Authority licences are often held by local authorities.

Participant

Any young person doing a DofE programme.

Participation Place

To take part in the DofE, participants pay a nominal participation fee for which they are allocated a Participation Place within eDofE. The current charge for participation can be found at www.DofE.org/go/costs

Welcome Pack

Once a participant has paid their participation fee, they will receive a DofE *Welcome Pack* which contains information and advice on the DofE, their programmes and eDofE.