

## Completing the Award at Hartismere School

Dr Sparshott December 2025

The Bronze Duke of Edinburgh's Award comprises four sections: Volunteering, Physical, Skills and Expedition.

The Expedition section will be taken care of in the after school sessions, the Local Walk and the two expeditions themselves.

However, the remaining three sections are up to you to organise and complete.

Each section must be undertaken for a minimum of 3 months, with one section being undertaken for an additional 3 months. All three can run consecutively and the rule of thumb is that each section should take around 1 hour per week, so a 3 month section should be undertaken for 12 hours over the three months, and the 6 month section should be 24 hours over that time. **Please do not complete any section at a frequency of less than once a fortnight – once a month or just in the holidays will not be signed off by DofE.**

Please take care when organising your sections to ensure that they fulfil the time requirements. For example, if you were to do your volunteering for 3 months and started on 15<sup>th</sup> January, you would not be finished until 15<sup>th</sup> April as this is then a duration of 3 months.

### Required Evidence

A minimum of two pieces of evidence are required for each section:

- **Assessors report** - Each of the three sections needs to be assessed. The assessor is an individual who you will be working with during each session that you attend for each section, for example a team coach, music teacher or charity shop manager. The assessor is required to sign your activity log each session and write an assessors report at the end of your duration with that section.  
*The assessor should ideally not be a family member, but at Bronze it is acceptable to have **one** section assessed by a family member – BUT THE ASSESSORS REPORT MUST BE COUNTERSIGNED BY DR. SPARSHOTT*
- **Activity log** – these can be downloaded from the school website (<https://www.hartismere.com/27719/Duke-of-Edinburghs-Award-Activity-Logs>). They are to be filled in each time that you attend a session for each section. **Please do not write a summary of what you did in each session directly on edofe, use the activity logs instead.**
- Photos of you completing the activity or of certificates etc are optional additional evidence.

All of your evidence is to be uploaded to the edofe website when you have finished to be approved by Dr Sparshott in the first instance and then the Award Verifier.

**All three sections must be complete before the Qualifying Expedition in September 2026.** If there are any issues with achieving, then please tell Dr Sparshott.

## **Ideas for each section**

At the back of this pack is a long list of ideas for activities that you can undertake for each section. If you have any queries please see Dr Sparshott or email [dofe@hartismere.com](mailto:dofe@hartismere.com).

There is some extra guidance contained within this pack. Please read it carefully. Please note that a Skill **MUST NOT** be a sport-based skill.

## **Cooking for your Skill section**

It is essential that you put together the right evidence for your cooking as if you don't do it right then you won't pass the skill section and complete your award.

The three rules to follow are:

1. You have to cook every week.
2. It doesn't matter what you cook but you have to show progression over the period of time that you cook for. For example each week you need to be cooking something that is slightly harder or requires different skills or techniques. You can get recipes from books, the internet or your family members.
3. You have to collect the right evidence every week (see page below as an example). Each month you must submit the pages you have completed that month onto your eDofE account and submit them, as evidence, to your unit leader in charge of DofE in your school or youth group so they can see you progress.

## **Evidence**

Every time you cook you need to put together evidence to load onto eDofE. Your evidence must contain the following information:

1. The date you cooked.
2. The name of the dish you cooked.
3. The ingredients.
4. An explanation of the process of cooking, what you had to do and in what order.
5. At least three pictures of you cooking each recipe, making sure the photos demonstrate it is you! Pictures of just the food are not enough.
6. A third party (not a relative) needs to sign the page to confirm that you did cook the dish.

Below is an example of an evidence cooking sheet which you *may* wish to use.

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Evidence Sheet for Cooking

Name: .....

Date that the meal was cooked: .....

What did you cook?: .....

.....

What were the ingredients:

Explain the process of cooking the item, what did you have to do and in what order?

In the three boxes below (or on a different piece of paper) paste three pictures of YOU actually cooking!

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Name of third party: .....

Please sign to confirm that ..... (name of D of E Participant) cooked the meal  
.....

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## Volunteering

Any volunteering activity should take place in a charity, community or not-for-profit organisation. An activity should involve helping people, the environment, animals or a charity or community organisation. Or involve coaching, teaching or leadership.

Suitable organisations/activities	Unsuitable organisations/activities
Charities	Stables
Schools (1)	Vets
Libraries (2)	Kennels
Faith organisations	Work experience placements
Community centres	Doctor's surgeries
Certain local council, parish council, town council and county council operations	Commercial organisations
Swimming pools (3)	Businesses
First aid (4)	
Sports clubs (5)	
Charity shop or community enterprise (6)	
Animal Rescue Centres	
Being an active member of a youth forum/ council	
Nursing Home (7)	
Hospitals (8)	

## Notes

(1) Some prefect duties do not count as volunteering. Extra-curricular activities such as helping out at parents evenings are fine but monitoring late duties and other school time responsibilities are not.

(2) Because library and information skills appears as a skill care needs to taken to ensure that the activity comes under the correct heading. Assisting with the running of the basic functions of a library; i.e. putting books on shelves, issuing books, learning about the Dewey decimal classification system would be considered a skill and not a volunteering activity. Helping with activities organised in a library; i.e. craft sessions, paired reading, children's book activities, meet the author activities would be considered a volunteering activity.

(3) Lifeguarding appears on the list of volunteering activities. Young people cannot be doing this as paid member of staff. They must be volunteering. It is therefore acceptable to undertake volunteer lifeguarding in a swimming pool. But this is the only activity that is acceptable in a swimming pool.

(4) Providing event first aid with St John's Ambulance, or Red Cross e.g. first aid cover at a theatre or football club is an acceptable volunteering activity. Learning about first aid, or attending first aid training once a week is a skill.

(5) Coaching or assisting younger members of a team with training is a volunteering activity. Completing a Sports Leaders Award is a skill (sports leadership). Please note the award requires a certain number of hours of volunteering to run sports events,

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these hours can form part of the volunteering. Officiating at a sports event e.g. refereeing is a skill (sports officiating). Watching and reviewing sports games is a skill (sports appreciation). Playing a sport is a physical activity.

(6) As long as the young person is not being paid, volunteering for a community enterprise such as in a community shop is acceptable.

(7) Activity undertaken in a nursing home needs to cover areas the staff do not such as reading, playing games, helping with enrichment activities and giving company. Serving food, cleaning up, tidying and providing personal care do not count.

(8) Volunteering undertaken at a hospital is acceptable as part of an organised volunteering programme. For example:

<http://www.ipswichhospital.nhs.uk/volunteers/>

### Remote Volunteering

During COVID times it was difficult to find in-person Volunteering opportunities. These opportunities have continued on.

The DofE has compiled a list of Volunteering activities that can be completed remotely.

This list can be found at:

<https://www.dofe.org/thelatest/how-to-volunteer-remotely/>

Mrs. Findlay ([dfi@hartismere.com](mailto:dfi@hartismere.com)) is involved in the Parkrun at Thornham Walks and is always after volunteers.

Eye Town Moor are after volunteers and can be contacted here:

[katerina.mckechne@gmail.com](mailto:katerina.mckechne@gmail.com)

**This is not a comprehensive list. If you are unsure as to whether or not an activity meets the requirements please email [dofe@hartismere.com](mailto:dofe@hartismere.com) for further clarification.**

### After school learning opportunities for the Skills section

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Please be aware if choosing a Skill that is linked to subjects that you are already studying as part of the curriculum.

While this is not in itself a problem as long as you are clear on the fact that:

**Core curriculum activities do not count and if a participant wishes to count after school maths/science/art/etc then the main points are that**

- **it should be voluntary**
- **it should not be part of the school timetable**
- **the topics covered need to be separate to what is being covered in the curriculum timetable.**

Revision sessions **would not** be applicable for the skills section.

Anything that involved work that would be used directly towards a GCSE piece of coursework/ studying for a GCSE exam **would not** be acceptable. However, if you are going to use art as your skill to work on techniques decided upon by you and not as part of your coursework, that **would** be acceptable.

A further mathematics after school club where participants learned about things not included in their GCSE work **would** be acceptable.

Care needs to be taken with the following areas that **can** come under the curriculum:

Maths  
Science  
Cookery  
IT/Computing/Web design  
Music  
Drama/Theatre Studies  
Writing/reading  
Media Studies/Film & video making  
Art/Drawing  
Photography  
Textiles  
Languages  
Religious Studies

This guidance has come from the Central England Office.

IBM offer online skills training: [https://www.dofe.org/shop/ibm-skillsbuild/?dm\\_i=7P9J,6KD5,1TLC9W,SGV0,1](https://www.dofe.org/shop/ibm-skillsbuild/?dm_i=7P9J,6KD5,1TLC9W,SGV0,1)

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## PROGRAMME IDEAS

When completing each section of your DofE, you should develop a programme which is specific and relevant to you. This sheet gives you a list of programme ideas that you could do or you could use it as a starting point to create a programme of your own!

For each idea, there is guidance on how to do it, which you can find under the links on

[www.DofE.org/sections](http://www.DofE.org/sections)

You can use the handy programme planner on the website to work with your Leader to plan your activity.

### Volunteering section

Volunteering gives you the chance to make a difference to people's lives and use your skills and experience to help your local community. You can use this opportunity to become involved in a project or with an organisation that you care about.

#### Helping people:

Helping children to read in libraries

Helping older people

Helping people in need

Helping people with special needs

Youth work

#### Community action & raising awareness:

Campaigning

Cyber safety

Council representation

Drug & alcohol education

Home accident prevention

Peer education

Personal safety

Promotion & PR

Road safety

#### Working with the environment or animals:

Animal welfare

Environment

Rural conservation

Preserving waterways

Working at an animal rescue centre

Litter picking

Urban conservation

Beach and coastline

conservation

Zoo/farm/nature reserve work

#### Helping a charity or community organisation:

Administration

Being a charity intern

Being a volunteer lifeguard

Event management

Fundraising

Mountain rescue

Religious education

Serving a faith community

Supporting a charity

Working in a charity shop

#### Coaching, teaching and leadership:

Dance leadership

DofE Leadership

Group leadership

Leading a voluntary

organisation group:

- Girls' Venture Corps

- Sea Cadets

- Air Cadets

- Jewish Lads' and Girls' Brigade

- St John Ambulance

- Scout Association

- Air Training Corps

- Army Cadet Force

- Boys' Brigade

- CCF

- Church Lads' & Girls' Brigade

- Girlguiding UK

- Girls' Brigade

Sports leadership

Music tuition

### Physical section

Doing physical activity is fun and improves your health and physical fitness. There's an activity to suit everyone so choose something you are really interested in.

#### Individual sports:

Archery

Athletics (any field or track event)

Biathlon/Triathlon/Pentathlon

Bowling

Boxing

Croquet

Cross country running

Cycling

Fencing

Golf

Horse riding

Modern pentathlon

Orienteering

Pétanque

Roller blading

Running

Static trapeze

Wrestling

#### Water sports:

Canoeing

Diving

Dragon Boat Racing

Free-diving

Kneeboarding

Rowing & sculling

Sailing

Skurfing

Sub aqua (SCUBA diving & snorkelling)

Surfing/body boarding

Swimming

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Synchronised swimming  
Windsurfing

### Dance:

Ballet  
Ballroom dancing  
Belly dancing  
Bhangra dancing  
Ceroc  
Contra dance  
Country & Western  
Flamenco  
Folk dancing  
Jazz  
Line dancing  
Morris dancing  
Salsa (or other Latin styles)  
dancing  
Scottish/Welsh/Irish dancing  
Street  
dancing/breakdancing/hip  
hop  
Swing  
Tap dancing

### Racquet sports:

Badminton  
Matkot  
Racketlon  
Rapid ball  
Real tennis  
Squash  
Table tennis  
Tennis  
Fitness:  
Aerobics  
Cheerleading  
Fitness classes  
Gym work  
Gymnastics  
Medau movement  
Physical achievement  
Pilates  
Running/jogging  
Trampoline  
Walking  
Weightlifting  
Yoga

### Extreme sports:

Caving & potholing  
Climbing  
Free running (parkour)  
Ice skating  
Mountain biking  
Mountain unicycling  
Parachuting  
Skateboarding  
Skydiving

Snow sports (skiing,  
snowboarding)  
Snowkiting  
Speed skating  
Street luge

### Martial arts:

Aikido  
Capoeira  
Ju Jitsu  
Judo  
Karate  
Self-defence  
Sumo  
Tae Kwon Do  
Tai Chi

### Team sports:

American football  
Baseball  
Basketball  
Boccia  
Camogie  
Cricket  
Curling  
Dodge disc  
Dodgeball  
Fives  
Football  
Hockey  
Hurling  
Kabaddi  
Korfball  
Lacrosse  
Netball  
Octopushing  
Polo  
Rogaining  
Rounders  
Rugby  
Sledge hockey  
Stoolball  
Tchoukball  
Ultimate flying disc  
Underwater rugby  
Volleyball  
Wallyball  
Water polo

## Skills section

Developing a skill helps you  
get better at something you  
are really interested in and  
gives you the confidence  
and ability to use this skill  
both now and later in life.

### Performance arts

Ballet appreciation  
Ceremonial drill  
Circus skills  
Conjuring & magic  
Dance appreciation  
Majorettes  
Puppetry  
Singing  
Speech & drama  
Theatre appreciation  
Ventriloquism  
Yoyo extreme

### Science & technology

Aerodynamics  
Anatomy  
Astronomy  
Biology  
Botany  
Chemistry  
Ecology  
Electronics  
Engineering  
Entomology  
IT  
Marine biology  
Oceanography  
Paleontology  
Physics  
Rocket making  
Taxonomy  
Weather/meteorology  
Website design  
Zoology

### Care of animals

Agriculture (keeping  
livestock)  
Aquarium keeping  
Beekeeping  
Caring for reptiles  
Dog training & handling  
Horse/donkey/llama/alpaca  
handling & care  
Keeping of pets  
Looking after birds (i.e.  
budgies & canaries)  
Pigeon breeding & racing

### Music

Church bell ringing  
Composing  
DJing  
Evaluating music & musical  
performances  
Improvising melodies &  
Listening to, analysing &

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describing music  
Music appreciation  
Playing a musical instrument  
Playing in a band  
Reading & notating music  
Understanding music in  
relation to history & culture

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### Games & sports

Cards (i.e. bridge)  
Chess  
Clay target shooting  
Cycle maintenance  
Darts  
Dominoes  
Fishing/fly fishing  
Flying  
Gliding  
Go-karting  
Historical period re-enacting  
Kite construction & flying  
Mah Jongg  
Marksmanship  
Model construction & racing  
Motor sports  
Power boating  
Snooker, pool & billiards  
Sports appreciation  
Sports leadership  
Sports officiating  
Table games  
War games

### Life skills

Alternative therapies  
Cookery  
Democracy in action  
Digital lifestyle  
Driving: car maintenance/car road skills  
Driving: motorcycle maintenance/road skills  
Event planning  
First Aid – St John/St Andrew/BRCS  
Hair & beauty  
Learning about the emergency services  
Learning about the RNLI (Lifeboats)  
Library & information skills  
Life skills  
Massage  
Money management  
Navigation  
Public speaking and debating  
Skills for employment  
Young Enterprise

### Learning & collecting

Aeronautics  
Aircraft recognition

Anthropology  
Archaeology  
Astronautics  
Astronomy  
Bird watching  
Coastal navigation  
Coins  
Collections, studies & surveys  
Comics  
Contemporary legends  
Costume study  
Criminology  
Dowsing & divining  
Fashion  
Forces insignia  
Gemstones  
Genealogy  
Heraldry  
History of art  
Language skills  
Military history  
Movie posters  
Postcards  
Reading  
Religious studies  
Ship recognition  
Stamp collecting

### Media & communication

Amateur radio  
Communicating with people who are visually impaired  
Communicating with people who have a hearing impediment  
Film & video making  
Journalism  
Newsletter & magazine production  
Signalling  
Writing

### Creative arts

Basket making  
Boat work  
Brass rubbing  
Building catapults & trebuchets  
Cake decoration  
Camping gear making  
Candle-making  
Canoe building  
Canvas work  
Carnival/festival float

construction  
Ceramics  
Clay modelling  
Crocheting  
Cross stitch  
DIY  
Dough craft  
Drawing  
Dressmaking  
Egg decorating  
Embroidery  
Enamelling  
Fabric printing  
Feng Shui  
Floral decoration  
French polishing  
Furniture restoration  
Glass blowing  
Glass painting  
Interior design  
Jewellery making  
Knitting  
Lace making  
Leatherwork  
Lettering & calligraphy  
Macramé  
Marquetry  
Model construction  
Mosaic  
Painting & design  
Patchwork  
Photography  
Pottery  
Quilting  
Rope work  
Rug making  
Snack pipping  
Soft toy making  
Tatting  
Taxidermy  
Textiles  
Weaving and spinning  
Wine/beer making  
Woodwork

### Natural world

Agriculture  
Conservation  
Forestry  
Gardening  
Groundsmanship  
Growing carnivorous plants  
Plant growing

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