

AIDE MEMOIRE FOR CCF CONTINGENTS USING ACFA AS DUKE OF EDINBURGH'S AWARD (DofE) OPERATING AUTHORITY

1. The DofEs Modular Training Programme: ACFA, as an Operating Authority of the Duke of Edinburgh's Award, is committed to training and supporting its leaders. Accordingly, it has subscribed fully to the DofE's Modular Training Framework (MTF), and has committed to facilitating training in DofE Leadership (see Land Policy, Annex H) for any unit which wishes to have its leaders properly prepared to provide the DofE to its cadets and young Instructors. There is an expectation that as many leaders as possible will attend an *Introduction to the DofE* (IntoDofE) course, run by ACFA, which presumes no previous knowledge of the DofE, and prepares interested leaders to provide effective support to their Cadets who wish to participate (*Important note: see para 4b below). The course is delivered locally, with the support of units which provide the administration, accommodation, catering and teaching facilities. The course is tutored by members of the ACF/CCF Training Network, and leads to national accreditation of learning. Details of courses can be found on the website www.armycadetsandtheDofE.org.uk > Courses and Conferences.

2. a) Much useful information, including relevant links and downloads, can be found on the website www.armycadetsandtheDofE.org.uk.

b) Information on all aspects of the DofE may be found on the website – www.DofE.org.

c) Specific advice and help in interpreting the relationship of the DofE to CCF training and activity can be obtained from the CCF Advisor (see below)

3. ACFA DofE Advisory Panel:
 - a) The CCF is represented on the Advisory Panel by Major Terry Dixon, BA, Cert Ed, who is also DofE Manager for Oakham School. CCF Contingents should use Major Dixon as their first point of contact: The Barraclough, Oakham School, Ashwell Road, Oakham, Rutland, LE15 6QG (Tel: 01572 758531; e-mail: ted@Oakham.rutland.sch.uk)

 - b) Each Region of England as well as Northern Ireland, Scotland and Wales is represented on the Panel by a DofE Advisor, whose advice may be sought at any time. Contact details are on the website www.armycadetsandtheDofE.org.uk. > Contacts.

 - c) Major Oliver Shepard (PROJECTS01@armycadets.com) is the Secretary of the Panel, and is based at ACFA/CCFA HQ in London.

- d) The Chairman of the Panel is Lt Colonel Alistair Spowage (alistair.spowage@armycadets.com), who may be contacted at Glenochil Bungalow, Menstrie, Clackmannanshire, FK11 7EG (Tel: 01259 761898)

4. Completing Record Books and Making Awards:

- a) Award Record Books may be obtained by Officer Commanding the CCF Contingent, or a **nominated** deputy, from:
The Award Scheme Limited (ASL)
Unit 18/19 Stewartfield Industrial Estate
Off Newhaven Road
Edinburgh, EH6 5RQ
Tel 0131 553 5280
Fax 0131 553 5776
e-mail asl@DofE.org
<http://www.dofe.org/en/content/cms/Shop/Shop.aspx>

- b) **Bronze Awards** should be checked by the person responsible for development of DofE in the Contingent (Contingent DofE Officer), who may, **after successful attendance on an Introduction to the DofE (IntoDofE) course, (run by ACFA)** authorise the Award if all conditions are satisfied. The certificate at the back of the Record Book should be completed and signed, and a Bronze certificate, pin badge (available from ASL) and cloth brassard badge* made available for presentation on an appropriate occasion to the successful participant.
*(available from Cadet Kit Shop <http://www.cadetkitshop.com/>) - please note that these are NOT the same as the "Cadet Forces Level Badges" advertised in the ASL catalogue)

Where the Contingent DofE Officer has not attended an IntoDofE course, completed and checked Record Books should be forwarded unsigned to the CCF Advisor for processing, after which Record Books, certificates and badges will be returned to the Contingent.

- c) **Silver Award** Record Books should be completed and checked by the Contingent DofE Officer and forwarded unsigned to the CCF Advisor, who will process the Record Book and return it with certificates and badges.

The Silver Record Book must be accompanied by a copy of the DofE form GA6 – GA5 for Scotland - (downloadable at http://www.dofe.org/en/content/cms/Doing_your_DofE/Your_DofE_programme/How_do_I_finish/Gold_forms/Gold_forms.aspx), with only the first two sections on page 2 (page 3 on Scottish form – see para 4d below) completed (i.e. details of the Bronze and Silver Awards)

- d) Completed **Gold Award** Record Books, checked by the Contingent DofE

Officer, must be forwarded unsigned to Major Oliver Shepard at ACFA in London, along with a fully completed Gold Notification Form (GA6 - http://www.dofe.org/en/content/cms/Doing_your_DofE/Your_DofE_programme/How_do_I_finish/Gold_forms/Gold_forms.aspx). (for Gold Award Presentations to be made in Scotland: Form GA5)

Please note that details contained in this form are closely scrutinised, and incorrect entries can severely delay the processing of Awards

A copy of form GA6 (or GA5 if appropriate) is to be sent to the CCF Advisor.

Final confirmation of the Award will be notified by DofE Head Office in Windsor to ACFA, who will return Record Books and forward Gold pin badge or brooch, and only at this point should any presentations to recipients be made locally.

All Gold recipients will be invited to receive their certificate at a Royal Palace in due course.

5. Expeditions in Wild Country: these require an Expedition Notification Form for Expeditions in Wild Country (the “Green Form”) to be completed. (http://www.dofe.org/en/content/cms/Doing_your_DofE/Your_DofE_programme/Sections/Expedition/Expedition_forms/Expedition_forms.aspx). Requirements and instructions for completion are clearly laid out on the Form, and two sets of completed Forms/traces should be sent within the required timescale to the relevant Expedition Co-ordinator with a copy to the CCF Advisor. Green Forms may be sent electronically as may the traces using Memory Map. Acceptance of the Form by the Expedition Co-ordinator will generate an Expedition Notification Reference Number, and care should be taken that this is included in the expedition section of the participant’s Record Book.
6. Expeditions Overseas: these require an Expedition Notification Form for Expeditions Abroad (the “Blue Form”) to be completed http://www.dofe.org/en/content/cms/Doing_your_DofE/Your_DofE_programme/Sections/Expedition/Expedition_forms/Expedition_forms.aspx Requirements and instructions for completion are clearly laid out on the Form, and two sets of completed Blue Forms should be sent within the required timeframe to the ACFA DofE Expedition Advisor, Lt Col Mike Gerrish, Edenhills, Bolton, Appleby, Cumbria, CA16 6AL. A third copy should be forwarded to the CCF Advisor. Correctly completed Blue Forms will be submitted to the DofE HQ at Windsor. Acceptance of the Form by DofE HQ will generate an Expedition Notification Reference Number, and care should be taken that this is included in the expedition section of the participant’s Record Book.
7. Adventurous Projects: very occasionally, a project is planned which is equally or more demanding than the normal Gold Qualifying Expedition, but departs from some of the specified conditions. Applications for such a project should be made, **at least** 13 weeks before the proposed venture, to the ACFA Award Expedition Advisor, Lt

Col Mike Gerrish, Edenhills, Bolton, Appleby, Cumbria, CA16 6AL. A copy should be sent to the CCF Advisor

Correctly completed AP Forms will be submitted to the DofE HQ at Windsor. Acceptance of the Form by DofE HQ will generate a Notification Reference Number, and care should be taken that this is included in the expedition section of the participant's Record Book.

8. Please contact the Expedition Advisor or the CCF Advisor should you require assistance with completing any of Expedition/AP paperwork

9. Annual Statistics: The Operating Authority is required by the DofE to complete an annual return. The CCF Advisor will forward details, when available, to all Contingents working with ACFA as the Operating Authority.