



HQ Kent Wing Air Training Corps
Yeomanry Cottages, Boxley Road,
Maidstone, Kent ME14 2AR

All Sqns
Copy: WSOs; OCKW

Ref: KW/13/1

Date: 03 Feb 10

Duke of Edinburgh's Award (DofE) – New “Welcome Pack” Issue Procedure

1. The DofE are rolling-out a new IT/internet based system called “eDofE” whereby participants are enrolled online via the internet and will be able to record the evidence of them completing their DofE programmes on the “eDofE” website; a “virtual logbook” in other words.
2. Due to the rollout of “eDofE”, the production of the old style DofE Record Books has ceased and indeed stocks are now mostly exhausted.
3. Under eDofE, the participant buys a “participation place” and instead of a Record Book gets a “Welcome Pack” which is a small cardboard box (what looks like a “miniature pizza box” but about the size of a CD jewel case) containing a number of leaflets, one of which is the “Keeping Track” booklet, which is for assessors to write things up on before the participant scans it and posts it up on their eDofE page.
4. While there are some pilot schemes in progress, the ATC is not generally adopting “eDofE” for probably another year, in fact not until we are satisfied that it is completely ready (indeed the demonstration seen by the undersigned showed that more development work is necessary on the IT system so as the National Operating Authorities such as the ATC, ACF, SCC, etc. can use it properly).
5. In the interim period before eDofE is fully rolled out, the “Keeping Track” booklet will be used in place of the old-style DofE logbook, though any old record books held by Sqns should be used up first.
6. Funding of the new “Welcome Packs” will continue on the same basis as that previously used for DofE Record Books, i.e. Bronze participation places will be funded from cadet subs via the GPF and not by individual payment, while Silver and Gold participation places will require payment to HQKW.
7. In all cases we will now have to record packs being issued, hence the excel proforma being e-mailed with this letter is to be used for requests. Note that the “Keeping Track” booklet does not have a space for the date of birth which is a vital piece of information to be used when checking awards so Sqns are to enter this somewhere on page 2.
8. The proforma will only be accepted as an Excel spreadsheet and e-mailed to HQKW (whq-kentwao@atc.raf.mod.uk) with a copy to the undersigned (dea.kent@aircadets.org). Any received in any other format (e.g. handwritten/hard copy) will be returned without being actioned.

V R Beaney
Sqn Ldr
DofEO
for OC Kent Wing



Tel: (01622) 754188 www.kentwing.org Fax: (01622) 686738

e-mail: whq-kentwaa@atc.raf.mod.uk Charity Exemption Order No: 1639/77

