



# Bronze Award



2025 Welcome Pack



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# WELCOME LETTER

Dear Participant,

Welcome to the internationally renowned Duke of Edinburgh's Award! We at C I Adventures are thrilled to have you embark on your journey towards achieving the Bronze Award, the first step in a transformative experience that is sure to leave a lasting impact on your life.

The DofE scheme is designed to inspire young people like you to explore your potential, develop new skills and engage with your community. The Bronze Award is a fantastic opportunity to challenge yourself, set personal goals and discover what you are truly capable of. Whether it's through volunteering, skill development, or adventurous expeditions, each section of the award promises to be an adventure filled with growth and discovery.

As you embark on this journey, remember that no two experiences are alike. Your path will be shaped by your interests, passions and the unique contributions you will make along the way. It is a chance to step out of your comfort zone, meet new friends and create unforgettable memories. The skills and confidence you gain through this process will not only enhance your college and job applications but will also help prepare you for life's many challenges.

At C I Adventures, we are here to support you every step of the way. Our team of instructors are dedicated to encouraging you to embrace new opportunities, take on challenges and find joy in the journey. We believe in your potential and are excited to witness your growth as you work towards your Bronze Award.

Get ready for an adventure filled with learning, exploration and personal achievement. We can't wait to see all that you will accomplish!

Best wishes on your DofE journey,

The C I Adventures Team





# NEXT STEPS

## CHOOSING YOUR SECTIONAL ACTIVITIES

Each of the **volunteering, physical** and **skills** sections will need to be done for **3 months, 1 hour a week**. Choose **one** of these sections to do for 6 months instead of 3.

**1** Your chosen activity will need approving by your DofE leader, which will be done through eDofE (details below). When you attend your first eDofE session you should come with an idea of the activities you want to do for each of the sections and also have an idea who will be your assessor for each section.

Your chosen assessor should be someone over 18 years old who has some knowledge of your chosen activity and they cannot be related to you.

Need some inspiration? Please click [here](#) for activity ideas.

## REGISTER FOR EDOFE

**eDofE** is the online portal where you will record any evidence and progress for each section of your award and keep in touch with your DofE leaders.

**2** Now that you have been enrolled, your DofE leader will create your eDofE account. You will receive your login details during your first eDofE session and our instructors will help you sign into your account for the first time. This is when you will sign the Code of Behaviour.

As mentioned above the first eDofE session will be more productive if you arrive with ideas for activities and the names of the people you would like to be your assessors.

## THE EXPEDITION SECTION

As part of the training for your expedition you will be asked to complete some e-learning along with a Knowledge Check that you will be required to complete before the training weekend.

This is to give you a solid foundation on the topics we will be covering so you can get the most out of your time face-to-face with our instructors.

Please be advised that if you haven't completed this before the training weekend you will be required to stay late on the second day to finish it then. This is part of the expedition requirements!

### PERSONAL KIT FOR YOUR EXPEDITION

Personal kit (walking boots, waterproof clothing, rucksack, sleeping bag and roll mat) can be hired from C I Adventures for a small fee. Kit hire prices can be found in the FAQs.

However, if you would like to purchase the necessary equipment instead, we recommend this is done with plenty of time to wear in/get familiar with the kit before the expedition.

#### **Personal Kit List:**

- Walking Boots - Something waterproof and sturdy with good ankle support
- Waterproof Jacket AND Trousers - Waterproof/windproof with a hood
- Expedition Rucksack - Chest and waist straps, at least 60Ltr
- Day Rucksack/Backpack - Must be comfy and fit extra layers plus your lunch
- Sleeping Bag - 3/4 season (The evenings will still be cold in April!). Must be compact
- Sleep Mat

There are a lot of options for buying kit to suit every budget.

Sports Direct, Mountain Warehouse & Decathlon have some good budget options.

Cotswold, Millets, Go Outdoors & Blacks all offer a discount to DofE participants with a discount card.

Click [Here](#) for a useful article on looking after your kit

# IMPORTANT DATES

PLEASE MAKE SURE TO NOTE THESE IMPORTANT DATES FOR YOUR BRONZE GROUP

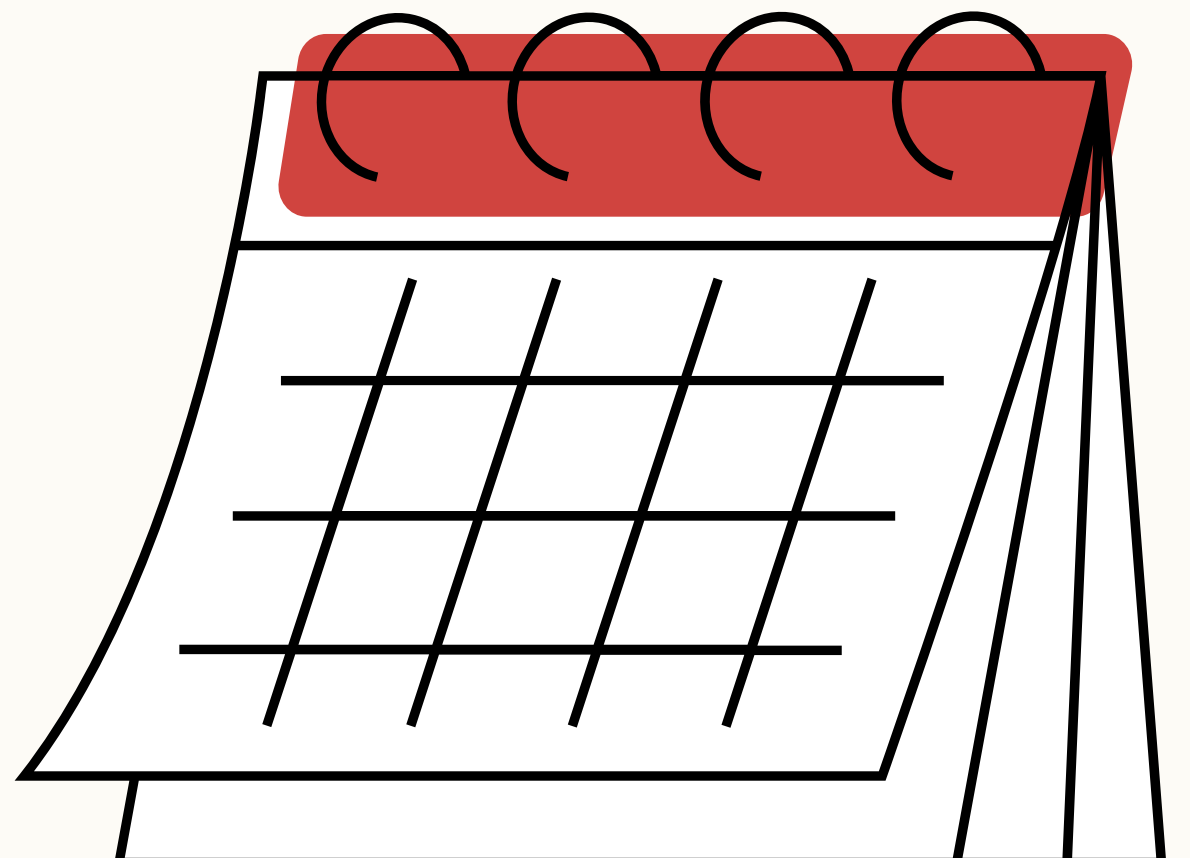
EVENT	Bronze 1	Bronze 2	Bronze 3
<b>eDofE (Compulsory)</b> School - 3:15pm-5pm	Thursday 6th February 2025	Thursday 13th February 2025	Thursday 27th February 2025
<b>Training Weekend</b> C I Adventures 9am-4pm on Saturday 9am-2:30pm on Sunday	Saturday 1st March & Sunday 2nd March 2025	Saturday 8th March & Sunday 9th March 2025	Saturday 15th March & Sunday 16th March 2025
<b>Assessed Expedition</b> Drop off and pick up at Mytholmroyd Community Centre at 9am.	Saturday 5th April - Saturday 6th April 2025	Saturday 26th April - Sunday 27th April 2025	Saturday 17th May - Sunday 18th May 2025
<b>eDofE (Compulsory)</b> School - 3:15pm-5pm	Thursday 24th April 2025	Thursday 8th May 2025	Thursday 22nd May 2025

## Additional Important Dates For All Groups

e-learning to be completed before the Training Weekends will be available on the 14th February to all participants

We will be hosting eDofE drop-in sessions for all groups on the following dates:  
Thursday 20th March  
Thursday 3rd July

These will be run at school from 3:15pm-4:30pm and are a great opportunity to ask our DofE staff questions and get your sections logged.



# PAYMENTS

The Bronze Award costs **£263**.

This amount is broken up into **3 individual payments** that are to be made by ParentPay.

The amount and due dates are below:

Payment	Amount	Due Date
Payment 1 (Non-refundable Deposit)	£70	Friday 31st January 2025
Payment 2	£93	Friday 28th February 2025
Payment 3	£100	Monday 31st March 2025

## NOTES:

The first payment is a non-refundable deposit as this includes a mandatory registration fee which goes directly to the DofE charity.

These payments are not inclusive of equipment hire (see FAQs).

If you are experiencing any issues with ParentPay, you will need to contact the school as C I Adventures does not handle ParentPay payments.

# CODE OF BEHAVIOUR

During the course of my DofE award I agree to:

1. Take ownership of my own award
2. Represent myself, my school, C I Adventures and the Duke of Edinburgh organisation to the highest standard
3. Uphold the core values of the DofE award
4. Challenge myself to embrace new experiences and opportunities
5. Be respectful towards all instructors and be ready to learn
6. Always follow the C I Adventures phone policy

On expedition I agree to:

1. Follow the Countryside Code
2. Be mindful of other people especially in public spaces
3. Act safely and responsibly at all times
4. Follow C I Adventures Campsite Etiquette Guide ([Available Here](#)).

Please be advised the following behaviour will not be tolerated and will result in an immediate call home to be picked up:

1. Drug use or possession
2. Smoking or vaping
3. Any violent or abusive behaviour
4. Alcohol possession or consumption
5. Entering ANY tent you have not been assigned to (After 'settle in' has been declared by your Supervisor)
6. Failure to report anyone who is missing from your tent who should be there or failing to report anyone who is in your tent who should not be there

Please read through the above carefully. You will be required to sign a copy of this during your first eDofE session.



# PHONE POLICY

## During the training:

- Phones are to remain packed away in rucksacks unless authorised by your instructor.
- Please ask permission if you would like to use your phone, for example checking messages from parents or taking a photo.

## During the expedition:

The Lead instructor will be using our dedicated DofE mobile phone. Two members of each team will be asked to join a WhatsApp group with the Lead Instructor and share their live location for the day

- This can ONLY be set up by the person sharing their location.
- WhatsApp automatically stops live location sharing after eight hours (maximum).
- All participant phone numbers will be deleted at the end of the expedition.
- The DofE phone will remain locked in the C I Adventures office when not in use on training/expedition weekends.

Please note that live location sharing is completely voluntary. If there are no participants willing to do so in a team, they will be provided with an emergency phone (no internet access) so instructors can contact them in case of emergency.

With the exception of the above, phones should remain in rucksacks on airplane mode unless:

- It is being used to take a photograph.
- It is being used as part of your team project (with prior approval).
- It is an emergency situation.

## At all times (Including camp):

- Social media is prohibited.
- Please ask permission before taking photos of anyone, including teammates.
- Playing music is not permitted.

Failure to follow this phone policy will result in a warning in the first instance, phone confiscation in the second instance (returned at the end of the day) and confiscation for the rest of the expedition, plus a call home in the third instance.

# TRAINING WEEKEND

## What will happen during the weekend?

### Day One

9:00 AM - 4:00 PM

You will spend most of the day outdoors, learning to read a map and honing your camp craft skills. Please be aware both days will be physically active.

### Day Two

9:00 AM - 2:30 PM

The majority of the day will be dedicated to practicing the navigation techniques covered the previous day. We'll review the topics from the e-learning pack, providing an excellent chance for you to ask questions or express any concerns. Additionally, you'll be shown various route options. By the end of the day, you will have collaborated with your team and instructor to choose your preferred route.

**Please note, if you have not finished your e-learning before Day 2, you will need to stay back until 3:30 PM to complete it.**

## What will I need?

For both days you will need:

Walking Boots  
Waterproof Jacket  
Waterproof Trousers  
Day Rucksack (this does not have to be your 60Ltr expedition rucksack, it just needs to be big enough to hold your belongings throughout the day.)

All kit including day rucksacks can be hired from us for a fee (see FAQs).

You will also need to bring a packed lunch and a water bottle.

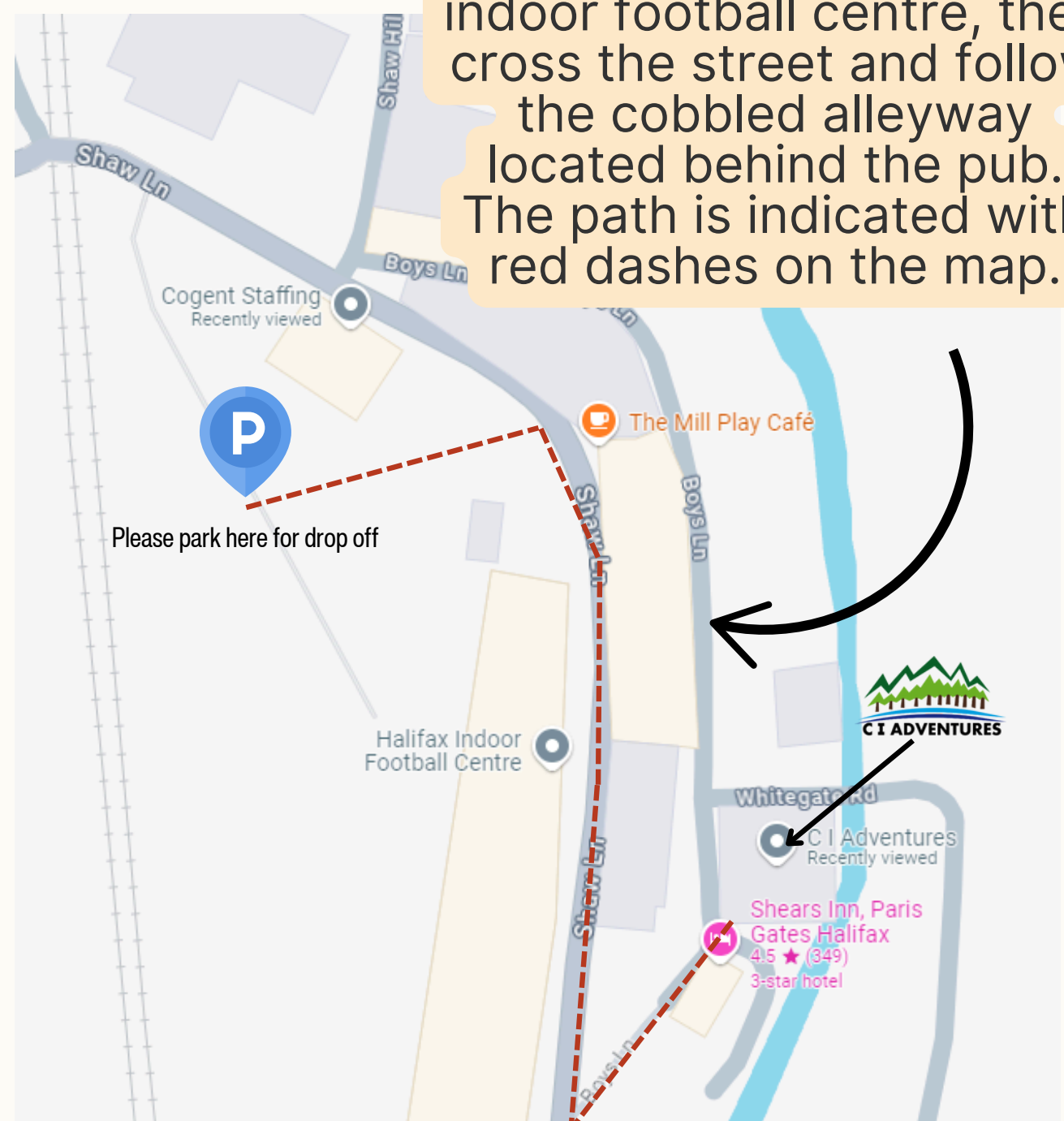
## Where do I need to meet?

We will meet and spend a brief amount of time at our indoor centre, address below:

The Boiler House  
Boys Lane  
Shaw Lodge Mills  
Halifax  
HX3 9ET

Due to our car park being shared with the Shears Inn pub, we ask that parents use the car park at the top of the mill complex on Shaw Lane.

To reach the centre from the upper car park, use the stairs beside the nursery that lead to Shaw Lane. Turn right, passing the indoor football centre, then cross the street and follow the cobbled alleyway located behind the pub. The path is indicated with red dashes on the map.



Information regarding the Assessed Expedition will follow at a later date.

# FAQs

<p><b>Can my Auntie/Uncle/Grandma/Dad be the section assessor for my volunteering/physical/skills section?</b></p>	<p>No, your section assessor cannot be related to you. Your section supervisor must be over 18 and should be knowledgeable on your chosen activity. If you have chosen a fairly independent activity then trusted family friends and neighbours can be a fantastic option for assessors. For example if you chose gardening for your skills section then your next door neighbour could be your assessor. For more information about section assessors and how they can submit their reports please click <a href="#">Here</a>.</p>
<p><b>Can I volunteer for a business?</b></p>	<p>Generally speaking, no you cannot volunteer for a business although there are some exceptions. For example you cannot volunteer to do unpaid labour for a nursing home eg cleaning, cooking meals etc however you could volunteer to read to residents. If you're not sure if what you have in mind qualifies for the volunteering section it's best to check with us first. Please also note you cannot volunteer to help your parents clean up at home!</p>
<p><b>When will I get my DofE card?</b></p>	<p>You will be able to apply for your DofE card when you're set up on eDofE. We will show you how to do this during your first eDofE session.</p>

# FAQs (cont)

<p><b>What is the Countryside Code?</b></p>	<p>The Countryside Code is a set of guidelines on how to enjoy the outdoors while respecting and protecting our natural spaces. The full Countryside Code can be found <a href="#">Here</a>.</p>
<p><b>I have a question that's not listed, what is the best way to get a prompt answer?</b></p>	<p>We are a busy centre and are often out leading sessions so the best way to get in touch is via email: <a href="mailto:dofe@ciadventures.com">dofe@ciadventures.com</a></p>

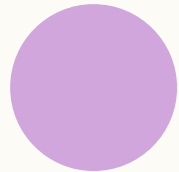
# FAQs (cont)

**How do I hire personal kit from C I Adventures and what is the price?**

**You can hire personal kit from us by filling in our dedicated kit hire form. Kit must be hired no later than 1 week before it's required.**

The prices per day of hire are listed below.

<u>Item</u>	<u>Price Per Day</u>
Walking Boots	£3.00
Waterproof Trousers	£2.00
Waterproof Coat	£2.00
Hat & Gloves	£2.00
Sleeping Mat	£2.00
Sleeping Bag	£5.00
Expedition/Day Rucksack	£2.00

 Available for both  
Training and  
Expedition

 Available for  
Expedition Only