

Northamptonshire County council

Children and Young Peoples Service

Duke of Edinburgh Award

Management and Development Plan

2009 – 2012

prepared by

Melanie Cadman Award Manager in consultation with Regional Office, The Award Team and The Development Group

Development activity	Lead person/team	start date	Review date	Expected outcome
<u>Staffing structure</u> *To ensure that the staffing structure is adequate and competent to deliver the DofE within the County	Award Manager with support from Operating Authority	April 09	Annual	see organisational chart An Award Team that is effective and able to <ul style="list-style-type: none">➤ develop the programme➤ support leaders and volunteers➤ ensure young people have a positive experience.

<u>Development activity</u>	<u>Lead person/team</u>	<u>Start date</u>	<u>Review date</u>	<u>Expected outcomes</u>
<u>2. Training and development of the Award team</u> <ul style="list-style-type: none"> ➤ seminar and training events ➤ Edofe ➤ webpage ➤ circulars and publications 	Award officer/regional office	April 09	Annual as part of PADP	A competent team that is well informed and able to deliver the programme and promote the DofE within the County
<u>3. Leader training support and development</u> <ul style="list-style-type: none"> ➤ BEL Award ➤ WGLA ➤ ML ➤ BCU ➤ Workshops ➤ Annual meetings ➤ introduction of the DofE ➤ 1st Aid ➤ EAA training 	Training and development officer Award Team/regional office	April 09	Annual as part of PADP	Competent Leaders who are qualified to deliver the programme effectively and safely

<u>Development Activity</u>	<u>Lead Person/team.</u>	<u>Start date</u>	<u>Review date</u>	<u>Expected outcomes</u>
<p data-bbox="107 343 566 419"><u>4.Volunteer training , support and development.</u></p> <p data-bbox="107 480 600 783">*Actively support and visit DofE groups to ensure that volunteers are adequately informed and supported and that participants are having an enjoyable and challenging experience.</p> <p data-bbox="107 799 524 1054">*Ensure Volunteers and Leaders are approved inducted and suitably trained to match their interests skills and experience</p> <p data-bbox="107 1070 524 1190">*Provide forums for networking and sharing best practise</p> <p data-bbox="107 1206 501 1283">Actively recruit award holders as volunteers.</p>	<p data-bbox="640 387 864 600">Training and development officer/ expedition officer</p>	<p data-bbox="972 387 1106 419">April 09</p>	<p data-bbox="1193 387 1373 507">Annual as part of PADP</p>	<p data-bbox="1404 387 1944 600">Volunteers who are valued and supported and will assist the development of opportunities for young people to achieve their Award.</p>

<u>Development Activity</u>	<u>Lead Person/team</u>	<u>Start date</u>	<u>Review date</u>	<u>Expected outcomes</u>
<p><u>5.PROMOTION AND PROGRAMME</u></p> <ul style="list-style-type: none"> *Develop directory of opportunities _for young people. *New leader Handbook *3 meetings per year of development group *Continue to develop webpage and edofe training * Action plan for targeted work to promote inclusion *Develop more open award groups *Annual presentation * Develop a strategy to support a structure for the promotion of the DofE to diversify the range of potential Participants, Leaders and Volunteers. 	<p>Award team/ Development officer</p>	<p>April 09</p>	<p>Annual as part of PADP</p>	<p>Better communication between the Award Team, Leaders, Volunteers and Young People</p> <p>More inclusion and opportunities to engage with Hard to reach young people</p> <p>The Award is highly valued and the achievement of the young people is recognised and celebrated.</p>

<p>*Provide opportunities for leaders, volunteers and participants to be involved in the preparation of the DofE Management Plan</p> <p><u>6.PROGRESSION AND CONTINUITY</u> Making the most of Partnerships and Resources</p> <p>* Encourage young people to continue with the DofE after completion of a Section</p> <p>* Increase use of Sectional Award Certificates at all Levels</p>	<p>Award team</p>	<p>April 09</p>	<p>Annual ads part of PADP</p>	<p>To Ensure that all young people receive the support and guidance to allow them to achieve their personal best.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	------------------------	---------------------------------------	------------------------------------------------------------------------------------------------------------------------------

<p>*Have a system in place to monitor and regulate the quality of delivery of the programme.</p> <p>*Operate the DofE programme in accordance with the DofE principles and fulfil the DofE commitment to participants</p> <p>*Have available an effective contact for day to day problems and ensure the queries are dealt with promptly</p> <p>*Ensure the Awards are checked and authorised to meet DofE condition</p> <p>*Promote and monitor the use of sectional certificates in appropriate circumstances.</p>				<p>Ensure quality of delivery and health and Safety provision</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--------------------------------------------------------------------------

<u>Development activity</u>	<u>Lead person/team</u>	<u>Start date</u>	<u>Review date</u>	<u>Expected outcomes</u>
<p data-bbox="107 343 577 414"><u>8.ACHIEVE BENEFITS FOR THE DofE FAMILY</u></p> <ul style="list-style-type: none"> <li data-bbox="107 478 604 646">*Provide opportunities for DofE recipients to attend an enjoyable and high profile presentation events <li data-bbox="107 662 593 829">*Obtain feedback from participants on their Dof E experience and act on the information accordingly <li data-bbox="107 845 593 1013">*Monitor the level of satisfaction and motivation amongst leaders and volunteers. <li data-bbox="107 1029 577 1149">*Publicly recognise the contribution made by DofE leaders and appropriate. 	<p data-bbox="640 478 846 510">Award team</p>	<p data-bbox="972 478 1108 510">April 09</p>	<p data-bbox="1193 478 1344 598">Annual and part of PADP</p>	<p data-bbox="1404 478 1944 694">To Ensure that Leaders Volunteers, young people and their parents or guardians are valued and recognised as an integral part of the Programme</p>

<u>Development activity</u>	<u>Lead person/team</u>	<u>Start date</u>	<u>Review date</u>	<u>Expected outcomes</u>
<p data-bbox="107 343 448 427"><u>9.Key performance indicators.</u></p> <ul style="list-style-type: none"> <li data-bbox="107 483 607 699">*Carry out an annual analysis of the DofE development/management plans and and the outcomes to inform future plans <li data-bbox="107 710 607 925">*Carry out an annual review of participation statistics, including targeted groups and use them to inform future development plans <li data-bbox="107 936 607 1061">*Maintain and were possible increase the number of DofE groups <li data-bbox="107 1072 501 1197">*Achieve an annual increase in completed Awards at all 3 levels. 	<p data-bbox="640 478 920 555">Award Manager and Team</p>	<p data-bbox="974 478 1108 512">April 09</p>	<p data-bbox="1193 478 1368 598">Annual as part of PADP</p>	<p data-bbox="1404 478 1977 694">To Ensure the DofE continues to develop and expand its influence, recognising the value of evaluation and feedback from all stakeholders.</p>

--	--	--	--	--

--	--	--	--	--

