



THE DUKE OF EDINBURGH'S AWARD

**Operating Authorities**

Anyone wishing to participate in The Duke of Edinburgh's Award must do so through an Operating Authority either through an Award Group e.g. School Unit or Scout Group or as an Independent participant. Wirral & West Cheshire Expedition Committee Operating Authority (W&WCECOA) is one such Authority. As an Operating Authority, we are licensed by the Award to operate the Programme and to maintain its quality and standards. This responsibility is then delegated to Award Leaders and through other helpers to participants themselves. W&WCECOA also provides a range of services to support participants and Leaders and these include:

Authorising the use of the programme by our Award Groups  
Distributing Entrance Packs, eDofE participation places and other Award publications  
Granting Awards and maintaining a system for reg-ulating the issue of badges and certificates

***Wirral & West Cheshire Expedition Committee  
Operating Authority***

W&WCECOA has evolved over many years since the 1960's when we were a group who offered the opportunity to complete expeditions to any independent group who required assistance. We have evolved as the Award has evolved and in 1987 we became an Operating Authority. We are one of a very few Operating Authorities in the UK that are completely run and organised by Volunteer Staff. The majority of other Operating Authorities in the UK are run by paid full-time employees

**Joining the Award**

The Award is a programme of activities that should be voluntarily undertaken during free or personal time. To join the Award, it is necessary to enrol with an Operating Authority and then purchase a participation place on eDofE. This record of progress that is verified by those who carry out reviews and assessments for each section. In addition, an Entrance Pack is provided and we would recommend that participants and their parents should read this. It provides a great deal of information about the Award and its requirements.

For each section of the Award, the participant should refer to the handbook and establish the requirements for the section to be completed including the minimum age for commencing the Award and the timescale for completion of the section of the Award before beginning the section.

If at any stage you have any queries about any aspect of the award, please refer to your Award Group leader or W&WCECOA for guidance.

**Application for The Duke of Edinburgh's Award participation place. Tear-off and send to:  
PO Box 62, Upton, Wirral, CH49 6WE**  
**Please complete the following information to allow us to issue an eDofE participation place**

Participant's Full Name \_\_\_\_\_  
Participant's Home Address \_\_\_\_\_

Postcode \_\_\_\_\_

Participant's Date of Birth \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Participants e mail address (please print) \_\_\_\_\_  
School/Unit \_\_\_\_\_  
Level of Award: SILVER

**I have read and understood the contents of this**

**leaflet:**

**Signature Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

payment of £27 should be made through SCOPAY

**All cheques should be made payable to  
"The Duke of Edinburgh's Award".**

Please inform W&WCECOA as soon as possible, at the address above, if you have any objections to the above information being held in an electronic format. Please send this form to the Address shown above, or as instructed by the Award Group Leader. Your



### Adventurous Activities Licensing Act 1995

Our main focus still remains on providing opportunities for our participants to complete their Expeditions. To enable us to organise, plan and run our Expeditions we are licensed by the Adventurous Activities' Licensing Authority. Strictly speaking as a voluntary organisation, we do not have to be licensed but we felt it was better for all involved to hold a recognised standard that demonstrates the high standards that we apply to our expeditions.

Being licensed through AALA requires us as a group to keep up to date records of our Leaders' experience and training, to undertake regular leader training, be first aid qualified and operate all expeditions within the strict guidelines laid out by the Authority to safeguard the participants' safety.

All of our expeditions are therefore operated to these standards. These standards also require a ratio of 1 member of staff to each 7 participants for each of our expeditions. We wholeheartedly support this and it means that we are limited to the number of young people who we can supervise in any year at any one level for their expedition.

### Choice of Assessors

For the Expedition section, W&WCECOA can verify that all their Leaders and Assessors have been trained; police checked and comply with the requirements of AALA. For each of the other sections of the Award, it will be necessary for the participant to identify and work with someone who is happy to assess their progress through their agreed programme of activity. This may be, for example, a music teacher, sports teacher or First Aid instructor. However, because of the wide range of activities and interests offered to those progressing through the Award, it is necessary for you to establish whether you are happy with the choice of assessor and their qualifications for any other section. If you have any queries or concerns relating to the choice of suitable assessors, please contact your Award Group Leader or W&WCECOA.

### Contacting W&WCECOA

If you have a query with the Award, in the first instance, please contact the Award Group Leader for assistance. As their Award Group Leader, they are much closer to the participants Award than we are. However, there will of course be occasions when you feel it necessary to contact us directly or the participant may be completing the Award as an Independent.

As previously mentioned, W&WCECOA are volunteers and it may not always be possible for you to make instant contact with a representative from the Authority. We are all in full time employment and The Duke of Edinburgh's Award is a voluntary service that we willingly undertake but it is all undertaken outside of our normal working hours.

We do have an office where there is a telephone voice mail service, and also an email address as detailed below. Please be assured that the telephone and email messages are checked every day and all queries acknowledged.

**Telephone: 0151 678 1737**

**Email: [m.roeleveld@wwcecoa.org.uk](mailto:m.roeleveld@wwcecoa.org.uk)**

**Welcome to the Wirral & West Cheshire Expedition Committee Operating Authority. This leaflet is designed to provide you with some background information to our organisation.**

The leaflet also contains an application form for you to complete and return. This enables us to issue each participant with a user name and password to enable them to log into eDofE so they may start to progress through the DofE Award.

### The Award

There are 3 separate Awards—Bronze, Silver & Gold, each with different minimum starting ages and periods of participation. At each level of the Award there are 4 sections with an additional section at Gold Level:

**Volunteering:** to encourage service to individuals and the community

**Skills:** to encourage the discovery and development of personal interests and social and practical skills

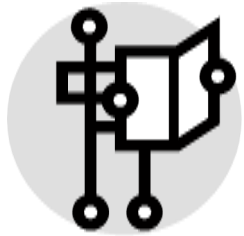
**Physical Recreation:** to encourage participation and improvement of performance

**Expeditions:** to encourage a spirit of adventure and discovery

**Residential Project (GOLD only) :** to broaden experience through involvement with others in a residential setting

# Main Inside Heading

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*Caption describing picture or graphic.*

The most important information is included here on the inside panels. Use these panels to introduce your organization and describe specific products or services. This text should be brief and should entice the reader to want to know more about the product or service.

You can use secondary headings to organize your text to make it more scannable for the reader.

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### **BUSINESS NAME**

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com