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for
the

challenge?



DofE Gold Business
Award 2022

People Manager Guide

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Introduction

Amey is committed to supporting and investing in young people, helping them to develop essential skills for life and work. We offer the Duke of Edinburgh's (DofE) Gold Business Award providing a life changing opportunity to a group of young people at Amey, helping to uncover talent and build our future leaders whilst delivering a programme that supports our wider objectives on community volunteering, health and wellbeing.

The DofE Gold Business Award is an 18-month programme, delivered jointly by DofE and Peak Pursuits, and is all about going the extra mile – gaining new skills, pushing physical limits, helping others and exploring new places. As well as making friendships, experiences and memories that will last a lifetime.

Employees will develop key skills and attributes closely designed to the Amey values and as they grow in confidence and self-esteem, they will certainly become a great asset to your team.

The DofE Gold Business Award enables employees to develop their essential skills, the skills we all need to thrive in education, work and life, which are:

- Listening
- Speaking
- Problem solving
- Creativity
- Staying positive
- Aiming high
- Leadership
- Teamwork

We encourage all eligible young people within Amey (under 23 years old) to be given the opportunity to enrol onto the Gold Business Award as it is a fantastic personal development programme.

Employees are eligible to apply to the DofE Gold Business Award if they are:

- Under 23 years old
- Have not already completed their DofE Gold Business Award

The DofE Award is managed centrally by the Social Value Team. Sarah Hale, Social Value Manager leads the programme – all queries should be directed to her here: sarah.hale@amey.co.uk

The cost to complete the DofE Gold Business Award is met centrally by the Social Value Team. This does not include the in-work time, or any travel costs, which will need to be met by the employees' local account.

Full commitment to the programme is required from both the employee and the People Manager and an annual application window will be open during May/June each year. Employees need to complete an online application form but should first discuss this with their People Manager so they can endorse the application.

[The DofE application form link is here](#)

On successful enrolment, your employee(s) will receive a DofE enrolment pack and participants guide in the post, detailing all the relevant information including required dates and equipment. Please ensure these dates are blocked out for your employee(s) as attendance is mandatory and must not be taken as annual leave.

People Manager/Team support is very important; completion rates are higher amongst those employees where People Manager/Team encourages and supports the employee(s).

This guide will provide you with all the relevant information you need to effectively support your employee(s) through their DofE Gold Business Award.

Overview of the modules

To achieve this award, all employees are required to complete each module as described below, within an 18-month period and before their 25th birthday.

Modules	Detail
<p>Residential Module</p> <p>Arranged by Sarah Hale (Amey) and a DofE representative</p> <p>External provider Peak Pursuits run the activity centre</p> <p>Employees take part in work time</p>	<p>External Provider: Peak Pursuits</p> <p>Location: Underbank Outdoor Activity Centre</p> <ul style="list-style-type: none"> Monday 5th – Friday 9th September 2022 5 days / 4 nights Outdoor activities to promote team building and confidence Chance to meet the other Amey employees taking part Launch the Volunteering and Business Skills modules (support the employee to understand what is required for these sections) Expedition training skills to familiarise participants with expedition kit and safety in the outdoors Introduction to the DofE and to the online eDofE module support session
<p>Business Skills Module</p> <p>Arranged by the People Manager and employee (employee will complete an initial self-assessment at their residential)</p>	<p>Employee(s) and People Manager to organise activities to help develop their 'essential skills':</p> <ul style="list-style-type: none"> Employee needs to complete 24 hours over a 6-month duration of the award (1 hour per week or 4 hours per month) Employees will complete a 'self-assessment' at the residential to identify which of their essential skills they need to develop People Manager to arrange activities/tasks to help employee improve those essential skills identified People Manager to set the employee a 6-month goal at the end of this module Amey will provide more information about how this module will work
<p>Physical Module</p> <p>Arranged by the employee</p> <p>Completed in employees own time</p>	<p>Employee(s) to choose a physical activity to complete for this module:</p> <ul style="list-style-type: none"> Employee needs to complete 72 hours over the 18-month period (1 hour per week or 4 hours per month) Can be a physical activity they already take part in, e.g., football, rugby, netball, gym etc They can learn a new team, individual or extreme sport and challenge themselves They must have a goal set for the end of the 18-month period, e.g. 'I aim to be the captain of my team' or 'I aim to be able to run 10 miles' Must be completed outside of work time Employees can start this module in July Examples of suitable physical activities can be found on dofe.org/resourcescentre

<p>Volunteering Module</p> <p>Arranged by the employee (employee will receive guidance and will start planning this at the residential)</p>	<p>Employee(s) will need to decide on a cause they are passionate about and can make a real impact:</p> <ul style="list-style-type: none"> • Employee needs to complete 48 hours over a 12-month period (1 hour per week or 4 hours per month) • Employee to choose their own activity for this module but we will help them decide at the residential • They could become a Charity Champion for the account/contract, they could come up with ways to help support our environmental goals or support their local community • Activities could include; creating an annual fundraising calendar for a charity, coaching at a local sports club, volunteering at a local charity, or taking part in an environmental volunteering project
<p>Expedition Module</p> <p>Arranged by the DofE, Sarah Hale (Amey) and our external provider, Peak Pursuits</p> <p>Employee to take park in work time</p>	<p>Two separate Expeditions (practice and the qualifying expedition)</p> <ul style="list-style-type: none"> • The expedition is the final challenge of the award and is what the employee has been working towards • Self-sufficient hike in wild country • Their map skills will be tested <p>Practice Expedition (Monday 5th – Friday 9th June 2023)</p> <ul style="list-style-type: none"> • Location: Underbank Outdoor Activity Centre • 5 days / 4 nights • Monday arrival for a 4pm start <p>Qualifying Expedition (Monday 24th – Friday 28th July 2023)</p> <ul style="list-style-type: none"> • Location: Yorkshire Dales • 5 days / 4 nights • Monday arrival for a 4pm start
<p>Gold Award Presentation (GAP)</p> <p>Provided by the DofE and arranged by Sarah Hale (Amey)</p>	<p>A Gold Award Presentation (GAP) event to celebrate achievement of completion for the employee:</p> <ul style="list-style-type: none"> • Employee will be presented with their Gold Award by a member of the Royal Family at one of the Royal Palaces in London or Edinburgh (1-day event) • Attended by Amey senior members and celebrities • Employee is entitled to invite 1 person • We will be offering the chance for 1 People Manager to come along to the event (employees will vote at the end of the programme on why their People Manager should be invited) • A special way to celebrate their great achievement!

Further details of the Residential & Expedition

Residential Module

Arranged by Amey and run by an external provider (Peak Pursuits), undertaken during work time. Your employee(s) will attend a 5-day, 4-night residential at Underbank Outdoor Activity Centre situated North-West of Sheffield, on the outskirts of the Peak District. The address for this venue is: Underbank Outdoor Activity Centre, Oaks Lane, Stocksbridge, Sheffield, S36 4GH. Please see below a timetable of activities for the residential (subject to change):

	Day One	Day Two	Day Three	Day Four	Day Five	
07:30						
08:00						
08:30		Breakfast from 8:15 am hot elements served at 8:30am	Breakfast from 8:15 am hot elements served at 8:30am	Breakfast from 8:15 am hot elements served at 8:30am	Breakfast in camp before walking back to base	
09:00						
09:30						
10:00		Volunteering - SH & WV Guest Speaker Coffee break	Skills - SH & WV	Expedition Training UB	9:30 - 13:30 Route Planning Session	
10:30	10:30 -11:30 Arrivals & Welcome Intros & Safety Brief (UB/Amey team)	Create Volunteering calendar			UB	
11:00						
11:30	11:30 -12:30 Icebreakers & Team Selection "Get to Know Your Team" UB					
12:00						
12:30	12:30 - 13:30 LUNCH	12:30 - 13:30 LUNCH	12:30 - 13:30 LUNCH			
13:00						
13:30						
14:00	13:30 - 1600 Team Challenges giant skillhuman web/bridge building etc Teams earn points to use against future activities. UB	Volunteering @ Farm UB	13:30 - 18:00 Raft Buiding + Canoeing/paddle boarding leave time for showers/clothes drying etc UB	Day Walk (packed lunch) Practical Expedition Skills (Camp Craft/Navigation) Dinner at camp Overnight camp UB	13:30 LUNCH	
14:30						
15:00						14:30 Departures
15:30						
16:00	16:00-18:00 DofE/eDofE training WV & SH					
16:30						
17:00						
17:30						
18:00	18:00-19:00 DINNER	18:00-19:00 DINNER	18:00 - 19:00 DINNER			
18:30						
19:00	Tent allocation/Settling in		19:00-20:00 Packing UB			
19:30						
20:00	19:30-21.30 Archery/Climbing Wall (UB)	Bush Craft/Zip Wire/Leap of Faith (UB)	20:00 - 21:30 Night Orienteering Teams compete against each other UB			
20:30						
21:00						
21:30	Hot drink & snacks	Hot drink & snacks	Hot drink & snacks			
22:00						

Expedition Module

Arranged by Sarah Hale (Amey) and undertaken during work time. Your employee(s) need to complete both a Practice and a Qualifying Expedition. Both Expeditions will last 5 days, 4 nights and employees will be expected to arrive by 4pm on the first day. More information about each expedition can be found below:

Practice Expedition

This Expedition will be run out of Underbank Outdoor Activity Centre. The address for this venue is: Underbank Outdoor Activity Centre, Oaks Lane, Stocksbridge, Sheffield, S36 4GH. The employees will spend the first 2 nights at Underbank, where they will complete several equipment checks including a route planning session for their Qualifying Expedition. The remaining 2 nights will be spent camping at campsites confirmed during their Expedition training session during their Residential Module. All employees will depart no later than 4pm on day 5 (Friday).

Qualifying Expedition

This Expedition will be run out of a YHA youth hostel at the Yorkshire Dales. The employees will spend the first night at the youth hostel, followed by 3 nights of camping at different campsites which will be confirmed during their route planning session. Employees will be in groups of 4-7 and will be self-sufficient in wild county.

Features of the DofE Gold Business Award

- Circa 15 days out of the business (not to be taken as annual leave), plus any travel time
- Time allocated to undertake any 'Volunteering' activities which are office or site based and for the Skills Module
- Travel expenses are covered by the individual Amey account
- Enrolment, accommodation and food costs are covered by the Social Vale Team for the Residential and Expedition modules
- Employees should finish their Gold Business Award by the end of 2023

Commitments and Responsibilities

The following states the commitment and responsibilities between your employee, you (as the People Manager) and the Social Value Team.

The Employee agrees to:

- Take ownership for the DofE and apply his/her full capabilities to complete the award within the agreed timescale
- Undertake the Physical module in their own time
- Complete all modules of the award within the 18-month time frame
- Upload all required evidence to the eDofE portal to build their portfolio
- Agree their DofE objectives with their People Manager
- Review at regular intervals their development and progress on the programme and make their People Manager and Sarah Hale (Amey) aware of any obstacles
- Apply the knowledge and skills gained through the award into the workplace and share their learning with others who may benefit

The Social Value Manager agrees to:

- Provide all arranged dates/times and information for all modules
- Provide details of the Gold Award Presentation (GAP) in a timely manner
- Provide more information for the Business Skills and Volunteering modules
- Provide eDofE support and guidance in an appropriate and timely manner
- Offer support and guidance throughout the 18-month programme

You (the People Manager) agrees to:

- Review, at regular intervals, development and progress of employee(s) to ensure the award is completed within the agreed timescale and meets the agreed objectives
- Set completion of the Duke of Edinburgh's Gold Award as an objective within the Performance and Development Review (PDR) of your employee(s)
- Allow time from work for your employee to attend the following modules: Residential, Practice Expedition, Qualifying Expedition, and the Gold Award Ceremony
- Support the employee(s) for the Business Skills Module – understand the essential skills the employee(s) need to develop and organise tasks/activities within their job role to help develop these skills
- Support the employee(s) for the Volunteering Module – if possible, give them the opportunity to act as the 'Charity Champion' at your site / office.
- Cover expenses in accordance with the Amey Expenses Policy

Electronic Duke of Edinburgh's Award (eDofE)

A requirement of the DofE Gold Business Award is to gather evidence for each of the modules and collate this into a portfolio to submit to the DofE Approvals Office. To simplify this, the DofE have created an online portfolio called eDofE (<https://www.edofe.org/>). At the residential, employee will receive their log in details and be shown how to use the portfolio.

Further information to assist your employee(s) in completing their eDofE Portfolio can be found here: <http://www.dofe.info/en/content/cms/faqs/completing-your-prog/>

For those employees that do not have regular access to a computer, it may be helpful to provide them with some regular time on a computer in the office to keep their eDofE portfolio up to date. Alternatively, the DofE have created a smartphone friendly version of eDofE. This will enable employees to upload evidence straight from their phones.

Examples of evidence can be found at Appendix A. Alternatively you can contact Sarah.Hale@amey.co.uk if you require assistance.

Progress Review Meetings

We recommend you undertake quarterly review meetings to understand the progress of your employee(s) and to be able to support them where needed. The programme will start in July so we recommend these take place in September (after the residential), December, March and June. Sarah Hale (Amey) can send you the DofE progress reports, taken from eDofE, and/or data from our DofE dashboard which will demonstrate the development of the employee's essential skills.

Health and Safety

With extensive experience of DofE expedition provision, Peak Pursuits offer a professional service which caters for all our DofE requirements. As a DofE Licenced Organisation, Peak Pursuits manage safety through extensive risk assessment procedures. All employees who attend Residential and Expedition modules with Peak Pursuits will be supervised by professional trainers to ensure risk is managed effectively.

In the unlikely event of an incident, Peak Pursuits will follow their robust procedures to ensure the health and safety of our employees is maintained. Once the situation is managed and pronounced safe, Sarah Hale (Amey) will be informed and you as the employee's People Manager will be contacted.

If you have any concerns regarding health and safety, please contact sarah.hale@amey.co.uk

Non-Attendance

Attendance is mandatory and must not be taken as annual leave. All dates are booked in for the Residential and Expeditions and cannot be changed. If your employee(s) cannot attend any of the dates, you must email Sarah Hale explaining the reason, who will follow this up with your Account Director and Senior Management.

Appendix A – Examples of Evidence

In order to complete the Duke of Edinburgh's Gold Business Award, your employee(s) need to gather evidence of the activities they have completed. This is a requirement set by the DofE. They will need to upload this evidence onto eDofE to build a portfolio of evidence. Below you will find examples of possible evidence your employee(s) can collate.

Assessor's Reports

The most important piece of evidence your employee(s) needs to obtain is an Assessor's Report. An Assessor's Report can be a letter, or a few words typed up from their chosen Assessor for each of the modules. Please note that Sarah Hale (Social Value Team) will provide these the Residential. The DofE will not approve eDofE Portfolios without this piece of evidence against each module.

Examples of Evidence

Residential Module

- Assessor's Report (provided by Sarah Hale)
- Learning logs (personal and team)
- Photos/videos
- Reflective piece of writing (text box in eDofE)

Expedition Module

- Assessor's Report (provided by Peak Pursuits)
- Workbook from Peak Pursuits
- Course materials (navigation, first aid, equipment)
- Photos/videos
- Reflective piece of writing (text box in eDofE)

Business Skills Module

- Assessor's Report (provided by People Manager)
- Self-Assessment forms/documents
- Completion records (hours)
- Photos/videos
- Reflective piece of writing (text box in eDofE)

Volunteering Module

- Assessor's Report (e.g., provided by People Manager / member of the charity / football club)
- Completion records (hours)
- Letters from charity / community organisation
- Photos/videos
- Reflective piece of writing (text box in eDofE)

Physical Module

- Assessor's Report (e.g., provided by someone from the sports club)
- Workout reports/match reports
- Completion records (hours)
- Photos/videos
- Reflective piece of writing (text box in eDofE)