

# Doing the DofE within Leicester City

## Some frequently asked questions

Q1. Why has this decision been made to invite Centres to become DLCs?

A1. Unfortunately Leicester City Council was no longer able to support centres and was no longer able to maintain the full services as a Licenced Organisation. The DofE now has extensive experience of managing Centres directly and supporting them to engage even more young people to achieve a DofE Award. The DofE and Leicester City Council are confident that the new DLC arrangement will be a great success.

Q2. How are we expected to fund a licence fee, and how much will this be?

A2. The licence fee will be approximately £1000 + VAT. Many schools fund this from their own funds as an important and integral part of what the school offers to its pupils. In some cases an additional admin charge is made to the participants; this would be similar to that which would have been charged by the Council. In addition schools can support pupils who are on the pupil premium through this mechanism.

Q3. How much are Welcome Packs going to cost?

A3. You will pay the standard rate for Welcome Packs which is currently £15 for Bronze and Silver and £22 for Gold. There are no extra admin charges.

Q4. Who is going to support us now the Council is not there?

A4. As a DLC you will receive the direct support of the Regional Office and your Operations Officer, and you will have a dedicated Operations Officer and administrative member of staff who will take you through the DLC process. Once you are licenced then your Operations Officer and the other staff at the Regional Office will support you on a day to day basis.

Q5. Will we still have to notify our expeditions to the Council?

A5. It depends; if you notify all other school trips to the Council then you will need to continue doing this. If you do not have to notify the Council of any trips then you will no longer need to send your expeditions in for approval, as they will be approved through the normal school EVC process.

Q6. When can we buy Welcome Packs?

A6. As soon as you are licenced you can start purchasing welcome packs and enrolling participants.

Q7. I have some enrolment forms already and our participants have already started some activities does this mean that they will miss out?

A7. No, any participants who filled enrolment forms in to start this term can have their enrolment date input as the date that they filled the forms in, so no young person is penalised. They cannot, however, be enrolled until you are licenced.

Q8. How long does it take to be licenced?

A8. Provided that you have all of the relevant policies and can have the person who is going to be the DofE Manager then we can move through quickly and have centres licenced within 4 weeks. If you have to create some of the policies then it may take a little longer.

Q9. If we decide not to become a DLC then what will happen to those participants who have already enrolled?

A9. Participants who enrolled last year will still be able to continue working with their sections and will be able to complete their award. If they haven't completed their Expedition section then they will not be able to do this with your centre, they must complete it on an open expedition with an AAP.

Q10. We have participants who have finished their DofE and have uploaded all of their evidence. Who is going to confirm that they have finished and award them their certificate and badges.

A10. In the immediate future this will be done by a member of staff at the Regional Office, in the longer term as a DLC you will appoint a verifier who will sign off the awards as complete. They will receive training and support to do this and will be mentored through their first year.

Q11. When do we have to make our decision to become a DLC?

A11. As quickly as possible, the sooner you decide then the sooner you can be licenced. Participants will not be able to be enrolled until the centre becomes a DLC. At the absolute latest centres must be DLCs by the 1<sup>st</sup> of March 2014, otherwise they will not be able to deliver the expedition section when the expedition season starts.

Q12. We are not a school but a youth group, can we still become a DLC?

A12. Non academic establishments are looked at on an individual basis taking into account governance, finances, policies and individual situations. Please talk to us so that we can understand your specific situation.

Q13. Why can't we go back to working through the County Council?

A13. Centres cannot choose a different Licenced Organisation to work through, where there is no local authority licence then they need to become DLCs?

Q14. Our centre is a member of a National Operating Authority (Guides, Cadets etc.) but we chose to work through the Council, do we have to become a DLC.

A14. No you will not become a DLC, you should contact the DofE Manager for your NOA and arrange to transfer to them, and work as a centre under their management.

Q15. How soon can someone come out and see me so that we can get this process started?

A15. Please contact us and we will arrange for someone to come out as soon as possible to you to deal with your enquiries and get you started. In the meantime we have a full information pack which will answer even more of your questions.

Q16. What is the insurance situation for participants engaged in the DofE at present as we are not licenced.

A16. If the school is organising the activity then it is a normal school activity and will be covered under the schools insurance. If the activity has been arranged privately between the participant/their parents and another provider such as a sports club, then the insurance liability is on the organiser of the activity.

Q17. We often have participants from another school joining us for DofE activities, can this continue?

A17. You need to talk to us immediately before this continues as your schools insurance will only cover pupils of your school.

Q18. Can we have a consortium licence for all of the schools?

A18. No each individual Centre should hold their own licence as the management of the licence should be with the individual Head teacher.