# DofE2b Centre Coordinator Checklist

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| Preferred Title | Mr | | Mrs | Master | Ms | Sir | Miss | Dr. | Professor | Other | |
| Name |  | | | | | | | | | | | |
| Allocated Centre(s) | |  | | | | | | | | | |
| Designated DofE Coach | |  | | | | | | | | | |
| Has a eDofE Account | | | | | | | | | | |  | |
| Has a Gearlog Account | | | | | | | | | | |  | |
| Understands the structure of DofE Glasgow, all centres should Understand DofE Glasgow Operating Procedures GCC Educational Centres should understand MC 48, MC 33 and MC 57 | | | | | | | | | | |  | |
| Has an understanding of where to get training on edofe from including mapping, evidence, enrolments linking accounts | | | | | | | | | | |  | |
| Has an understanding of the DofE Learning Platform, Foundations Pathway, Delivering DofE Pathway, EASTC Pathway | | | | | | | | | | |  | |
| Will promote and help build capacity within your centre | | | | | | | | | | |  | |
| Has an understanding of how to fully complete the Expedition section paperwork | | | | | | | | | | |  | |
| Has an understanding of how enrolments work for Leader & participants | | | | | | | | | | |  | |
| Has an understanding of how leader training is funded | | | | | | | | | | |  | |
| Understands that participant funding is available for Gold Residential | | | | | | | | | | |  | |
| Has an understanding of how Assessor Reports work | | | | | | | | | | |  | |
| Understands that Funding is available for specific types of Expeditions | | | | | | | | | | |  | |
| Can use Social Media toshare, promote & celebrate achievements | | | | | | | | | | |  | |
| Has knowledge of the DofE Glasgow website | | | | | | | | | | |  | |
| Understands that the cut-off date for award approvals for the DofE Award Ceremony is 31st October every year | | | | | | | | | | |  | |
| Has an awareness of the DofE Glasgow Equipment Stores (Crownpoint & Pinkston) | | | | | | | | | | |  | |

Signature of Applicant:

Sign: Print: Date:

Checklist Training carried out in conjunction with DofE Glasgow Officer Name

Sign: Print: Date: