

ONLINE 3-MONTH SUBMISSION SCHEDULE

BRONZE DofE / NON DofE



NAME: _____



START DATE: _____

Dear Participant,

Please keep this Submission Schedule in a prominent place (for example, on your wall, desk or inside the front of your workbook). You should refer to it every week to stay on track and ensure you complete all tasks on time.

Remember to practise daily and submit your work on time.



*Plan
Practise
Submit
Succeed*



DofE Pupils:

3-month online submission schedule for DofE pupils.



Non DofE Pupils:

May complete the course faster or at their own pace.



INITIAL SETUP & PREPARATION

- 1 Please confirm with your DofE Leader that you have chosen handwriting as your skill.
- 2 Parent/guardian purchases the online 30-Step course.
- 3 Pay the Magic Link teacher for online feedback.
- 4 Order the recommended pens – see email.
- 5 Pupil writes 'before' sample – include name, date, and, if applicable, DofE number & award level and submits this to their Magic Link teacher via email.
- 6 Contact teacher to arrange introductory Zoom/Google Meet with teacher.



MONTH 1 Weeks 1–4

WEEK 1 & 2

Start online course: complete Steps 1, 2, 3, 4, 5.

WEEKS 3 & 4

Continue online course: complete Steps 6, 7, 8, 9, 10.

END OF WEEK 4

Pupil submits Steps 2 to 10.

Feedback one will be sent: please wait before continuing.



MONTH 2 Weeks 5–8

WEEKS 5 & 6

Follow online course: complete Steps 11, 12, 13, 14, 15.

WEEKS 7 & 8

Follow online course: complete Steps 16, 17, 18, 19, 20.

END OF WEEK 8

Pupil submits Steps 11 to 20.

Feedback two will be sent: please wait before continuing.



MONTH 3 Weeks 9–12

WEEKS 9 & 10

Follow online course: complete Steps 21, 22, 23, 24, 25, 26, 27, 28, 29 & 30.

WEEK 11

Step 30 consolidation exercises:

- Copy 'How to Sleep Well' & 'How to Prepare for a Test'
- Free writing: 3 to 4 diary entries (one per week)

WEEK 12

Continue Step 30 consolidation: copy 10 to 20 complex words & meanings for secondary students.

END OF WEEK 12

Pupil submits:

- Steps 21 to 30, 3 to 4 diary entries & complex words & meanings
- The 'after' handwriting sample on the before/after sheet.



FINAL REPORT:

DofE Pupils: An assessor's report will be issued for submission to your DofE leader.

Non DofE Pupils: A short final report will be issued on completion, with an optional Certificate of Achievement if requested.



Stay on track:

Check this schedule every week and complete all tasks on time!

Small steps. Big progress.