

Weekly Evidence Checklist

AI & Digital Entrepreneurship — DofE Skills section (Bronze, Silver, Gold)
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Participant: _____ Level: Bronze / Silver / Gold Week no: _____ Date: _____

1. Learn (this week's topic)

- ☐ Topic studied: _____
- ☐ Time spent learning (minutes): _____
- ☐ Three things I learned, in my own words (notes attached)
- ☐ One source or reference I checked for accuracy

2. Practise

- ☐ Skill practised (e.g. prompt writing, design, research): _____
- ☐ Screenshot or file saved showing the practice attempt
- ☐ What went wrong first time, and what I changed

3. Apply (project work)

- ☐ Project task completed this week: _____
- ☐ Draft, prototype, design or content file saved and dated
- ☐ Version number or v1 / v2 clearly labelled

4. Reflect

- ☐ Biggest challenge this week: _____
- ☐ What I would do differently next week
- ☐ How this links to my overall Skills-section goal

5. Record evidence

- ☐ Weekly activity log updated
- ☐ Screenshots or photographs uploaded
- ☐ Feedback received from mentor, peer or user recorded
- ☐ Evidence uploaded to eDofE (or saved ready to upload)

Assessor / supervisor notes
