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 TRAINING

## Expedition Assessor Accreditation Scheme (Scotland)

### Transition into the new Expedition Assessor Accreditation scheme

Applications for this process will not be accepted past 31 Dec 2009.

There is an opportunity for existing Operating Authority Expedition Assessors who fulfil the criteria below to be transferred to the new scheme. Transition will only be possible where a course of formal assessor training has been completed, this will be either:

- Assessors who have attended the Expedition Wild Country Assessment Accreditation Course but have not completed supported assessments with an Area Network, and can show that they have been assessing for an Operating Authority to the appropriate standards.
- Existing Expedition Assessors who work within an Operating Authority who have undertaken a local assessor training course (this course must have been approved through the Regional/Country office as appropriate for individuals to move across to the new scheme). These Assessors must be able to demonstrate that they have been assessing for their Authority to the appropriate standards.

All other new or existing assessors must undertake the full accreditation process.

Applications from those who believe that they meet these requirements will be sent to the Regional/Country office/DofE Head Office for transfer to the new Scheme. There will also be a £5 fee for this, which will be waived for Assessor Network members.

### Process for application to transfer to the new scheme.

All applicants should apply by completing and submitting the following:

- A Performance Criteria Evidence Sheet (EAC 10) fully completed and endorsed by the Operating Authority.
- Letter of completion from the knowledge check in e-Induction at [www.DofEtraining.org/induction](http://www.DofEtraining.org/induction)
- Certificate of completion for the online pre-course module which can be found at [www.DofEtraining.org](http://www.DofEtraining.org)
- Evidence of completing an Introduction to the DofE course or a completed Introduction to the Award APL sheet (page 6).
- Sign to say that you have read and understood the DofE's new 20 conditions for the Expedition section.
- £5.00 registration fee (waived for Assessor Network members).
- In addition those assessors wanting to work at Gold level or in Wild Country must submit the Certificate of completion of the online Gold module which can be found at [www.DofEtraining.org](http://www.DofEtraining.org)
- Passport-sized photograph.

Please note that all assessors must have an enhanced CRB number.

Applicants must be over 18 years of age.

# Expedition Assessor Accreditation Scheme Performance Criteria Evidence Sheet

Applications for this process will not be accepted past 31 Dec 2009.

Name: ALEX CUMMING  
 Home address 226 QUEENSFERRY ROAD  
EDINBURGH Postcode: EH4 2BP  
 E-mail address: alex.cumming@DofE.org  
 Tel no: 0131 343 0920 Mobile tel no: 07967 708925

What type of expeditions have you assessed? Please choose from the boxes below;

- Walking       Horse Riding       Cycling  
 Water – Canoeing       Water – Sailing       Water - Rowing

## Section A: Current DofE affiliations

- Do you already have an Expedition Assessor Accreditation Number? Yes /  No  
(if Yes Number: \_\_\_\_\_)
- Have you already been issued with an Expedition Assessor logbook? Yes /  No
- Are you associated with an Operating Authority?  Yes / No  
(if Yes which one (s)) CITY OF EDINBURGH COUNCIL
- Are you a current member of an Assessor Network? Yes /  No  
If Yes please give details:  
Name of Network: \_\_\_\_\_ Date joined: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Have you an Enhanced CRB check?  Yes / No Date issued: 1 / 4 / 06 Certificate no: 00876432  
Organisation through which check was completed: CITY OF EDINBURGH COUNCIL

## Section B: Qualifications / Experience

- Please list below any information you consider relevant (e.g. qualifications with expiry dates: BELA, ML, WGL, BCU, first aid, local authority/voluntary organisation training/validation, hillwalking/Award experience, local expedition assessors/supervisor courses, and any other experience etc.)

### Qualifications/experience

WGL TRAINING COMPLETED. WORKING WITH GROUPS FOR 5 YEARS, INVOLVEMENT IN EXPEDITION TRAINING. 10-15 DAYS RECREATIONAL WALKING DAYS PER YEAR. MEMBER OF LOCAL HILL RUNNING CLUB

First aid expiry date: 10 / 10 / 09

2. Number of assessments undertaken as a supervisor (S) or assessor (A) each year for the past three years (if applicable):

	YEAR: 2008		YEAR: 2007		YEAR: 2006	
	(supervisor)	(assessor)	(supervisor)	(assessor)	(supervisor)	(assessor)
Bronze/Silver	-	1	-	3	-	4
Gold	-	1	-	2	-	0

### Section C: Applicant's Declaration

I have completed and attach the following as part of my submission for transfer into the new scheme:

- A Performance Criteria Evidence Sheet (EAC 10) fully completed and endorsed by the Operating Authority.
- Letter of completion of knowledge check from e-Induction at [www.DofEtraining.org/induction](http://www.DofEtraining.org/induction)
- Certificate of completion for the Expedition Assessor pre-course e-learning module which can be found at [www.DofEtraining.org](http://www.DofEtraining.org)
- Evidence of completing an Introduction to the DofE course or a completed Introduction to the DofE APL sheet (attached to this form).
- That you have read and understood the DofE's 20 conditions for the Expedition section.
- £5.00 registration fee.
- In addition those assessors wanting to work at Gold level or in Wild Country must submit the Certificate of completion of the online Gold module which can be found at [www.DofEtraining.org](http://www.DofEtraining.org)
- Passport-sized photograph.

Please note that all assessors must have an enhanced CRB number.

Applicants must be over 18 years of age.

4. I declare that I have not at any time, within the United Kingdom and its dependencies, or in any other country or territory, been found guilty by a court of any offence concerning children or young people under 18 years of age, nor bound over, placed on probation, cautioned, or discharged conditionally or absolutely in relation to such offences. I understand that I must inform the Award should this position change at any time.

Signature: A Cumming Date: 4/12/08

### Section D: 20 Conditions of the Expedition section

I (name): ALEX CUMMING confirm that I have read and understood the DofE's 20 conditions for the Expedition section (attached).

Signature: A Cumming Date: 4/12/08

Name: ALEX CUMMING

### Section E: Official endorsement of technical competence

This Section should be signed either by the DofE Manager/Outdoor Adviser/Expedition Co-ordinator.

Name of Applicant: ALEX CUMMING is acceptable to the Operating Authority/Assessor Network/AAP.

I can confirm that he/she is a suitable applicant for the Assessor Accreditation Scheme and fulfils the conditions of the scheme and fulfils the following requirements (please tick each box to confirm that individual meets the scheme's prerequisites).

- Has the necessary outdoor experience and/or qualifications in the requirements of the Operating Authority/ Assessor Network/AAP.
- Has a good working knowledge of DofE programmes.
- Has undertaken an Enhanced CRB Check through the Operating Authority/DofE within the last three years.

For operating at the following level:  Bronze/Silver  Gold (includes working at Bronze/Silver level)

Name: BARRY FISHER Position: DofE Manager

Signature: B Fisher Date: 4/12/08

Name of Operating Authority/Assessor Network/Approved Activity Provider: CITY OF EDINBURGH

### Performance Criteria

The above named person fulfils the following performance criteria: (Please sign the following:)

Performance Criteria	Signature
<p>They have had regular relevant mode of travel experience. <i>Comments:</i>            I KNOW ALEX IS A MEMBER OF A LOCAL HILL RUNNING CLUB.</p> <p>How was this evidenced?            Attended leaders residential with our Development office.</p>	B Fisher
<p>They are able to carry out practical assessment in the field in accordance with the conditions of the Expedition section for the relevant level being undertaken. <i>Comments:</i></p> <p>How was this evidenced?            POSITIVE FEEDBACK FROM GROUP. ALEX ASSESSED.</p>	B Fisher
<p>They are able to confirm, their practical competence in such areas as navigation, emergency procedures and camp craft. <i>Comments:</i> YES</p> <p>How was this evidenced?            ALEX LED NAVIGATION SESSION AT CONFERENCE</p>	B Fisher
<p>They can establish good supportive relationships with the young people and communicate effectively with them. <i>Comments:</i></p> <p>How was this evidenced?            POSITIVE FEEDBACK FROM GROUP ALEX ASSESSED</p>	B Fisher

<p>They are able to deal effectively with relevant forms, tracings, route outlines, route cards, the suitability of routes and problems associated with access. <i>Comments:</i></p> <p>How was this evidenced? INVOLVEMENT IN GROUPS TRAINING</p>	<p>B Fisher</p>
<p>They are able to give effective advice on safety to the Supervisor and the participants, based on their knowledge of the area, its hazards and local conditions. <i>Comments:</i></p> <p>ALEX KNOWS BORDERS AREA VERY WELL DUE TO NUMBER OF GROUP ASSESSED IN THAT AREA</p> <p>How was this evidenced? HAS PROVIDED SUPPORT TO OTHER GROUPS/ LEADERS .</p>	<p>B Fisher</p>

- **Please include with this application the £5.00 registration fee** (*this fee is waived for Assessor Network members*) **plus a copy of any Assessor Accreditation Scheme online learning certificates (pre-course & Gold), and e-Induction knowledge check letter and evidence of Introduction to the Award course and a passport-sized photograph.**
- **If you have a logbook of the assessments you have completed, then please attach a copy.**
- **Please make cheques payable to 'The Duke of Edinburgh's Award'**
- **Please forward to DofE Regional/Country Office for all endorsements.**

The Duke of Edinburgh's Award reserves the right to hold computerised and paper records on all accredited assessors. Any individual has the right to view their individual records on specific request. The Duke of Edinburgh's Award will not pass on information onto third parties without the permission of the Assessor. [www.DofE.org](http://www.DofE.org)

**To be completed by the Award's Regional/Country Office**

All of the following are in place:

- Pre-course Certificate
- e-Induction completion letter
- ITTA or APL
- Gold online certificate
- Evidence of training in 20 conditions
- Over 18
- CRB
- Experience / Qualifications
- Passport-sized photograph
- Technical Competency signed
- Performance criteria signed
- Entered on Database
- Certificate Sent

Database Number: \_\_\_\_\_

Name of checker: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NOTE:**  
All boxes on the left must be ticked before accreditation can take place.

# Accreditation of Prior Learning

## Introduction to the DofE

If you have not completed a formal Introduction to the DofE course but have been involved with the DofE for at least three years then you may be able to accredit your prior learning. To do this please complete the form below and get it signed by your Operating Authority DofE Manager/AAP Manager or Assessor Network Expedition Co-ordinator.

Name <u>ALEX CUMMING</u>		
Operating Authority/Approved Activity Provider (AAP) <u>CITY OF EDINBURGH</u>		
Please give details of your DofE experience over the last three years. <u>Delivering DofE to an open group for 5 years. Involvement in all planning of training + expeditions.</u>		
Aim:	Applicants should be able to:	Evidence of how this has been met from your previous experience:
To understand the aim and ten key principles of the DofE.	<ul style="list-style-type: none"> <li>List the aim and ten key principles of the DofE.</li> </ul>	<u>RUNNING OPEN PRESENTATION EVENING TO PARENTS + YOUNG PEOPLE</u>
To appreciate the benefits of DofE programmes to young people.	<ul style="list-style-type: none"> <li>List the benefits of the DofE to young people.</li> </ul>	<u>AS ABOVE</u>
To understand DofE programmes, sections and requirements.	<ul style="list-style-type: none"> <li>Explain the DofE levels, sections and timescales.</li> </ul>	<u>PLANNING ACTIVITIES WITH YOUNG PEOPLE</u>
To understand the ten key steps for setting up & running a DofE group.	<ul style="list-style-type: none"> <li>List the ten steps for setting up and running a DofE group.</li> </ul>	<u>SUPPORTED LOCAL SCHOOL IN SETTING UP GROUP</u>
To understand the management framework which supports the delivery of DofE programmes.	<ul style="list-style-type: none"> <li>Identify the management framework, which supports the delivery of DofE programmes.</li> </ul>	<u>ATTENDED ANNUAL LOCAL LEADERS EVENT IN FEB 2007</u>
To recognise the range of Operating Authorities that offer DofE programmes.	<ul style="list-style-type: none"> <li>List a range of settings in which the DofE is delivered and identify how it meets the needs of different groups of people.</li> </ul>	<u>AS ABOVE</u>
To know what resources are available to assist with delivering DofE programmes.	<ul style="list-style-type: none"> <li>List the key resources available and state their aims and target audience.</li> </ul>	<u>HAVE USED SCHOOL KIT STORE AND APPLIED FOR LOCAL BURSARY.</u>
To discuss and evaluate examples of good practice.	<ul style="list-style-type: none"> <li>Identify examples of good practice.</li> </ul>	<u>RECEIVED INFO AT LEADERS CONFERENCE</u>

Your evidence may include having attended leaders meetings, training sessions, courses, work within your group or individual training from your Operating Authority/AAP/Assessor Network.

I confirm that the individual named above has met all of the requirements of the Introduction to the Award Course and is up-to-date and knowledgeable about the DofE.

Signed: B Fisher Date: 4 / 11 / 08

DofE Manager/AAP Manager/Assessor Network Expedition Co-ordinator  
for CITY OF EDINBURGH Operating Authority/AAP