



# 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: \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Tel no: \_\_\_\_\_ Mobile tel no: \_\_\_\_\_

**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) \_\_\_\_\_)
- 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: \_\_\_\_/\_\_\_\_/\_\_\_\_ Certificate no: \_\_\_\_\_  
Organisation through which check was completed: \_\_\_\_\_

## 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

First aid expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

	YEAR: 20		YEAR: 20		YEAR: 20	
	(supervisor)	(assessor)	(supervisor)	(assessor)	(supervisor)	(assessor)
<b>Bronze/Silver</b>						
<b>Gold</b>						

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

## Section D: 20 Conditions of the Expedition section

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

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

Name: \_\_\_\_\_

## 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: \_\_\_\_\_ 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: \_\_\_\_\_ Position: \_\_\_\_\_

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

Name of Operating Authority/Assessor Network/Approved Activity Provider: \_\_\_\_\_

## Performance Criteria

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

Performance Criteria	Signature
They have had regular relevant mode of travel experience. <i>Comments:</i>  How was this evidenced?	
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>  How was this evidenced?	
They are able to confirm, their practical competence in such areas as navigation, emergency procedures and camp craft. <i>Comments:</i>  How was this evidenced?	
They can establish good supportive relationships with the young people and communicate effectively with them. <i>Comments:</i>	
How was this evidenced?	

<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?</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>How was this evidenced?</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		
Operating Authority/Approved Activity Provider (AAP)		
Please give details of your DofE experience over the last three years.		
<b>Aim:</b>	<b>Applicants should be able to:</b>	<b>Evidence of how this has been met from your previous experience:</b>
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>	
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>	
To understand DofE programmes, sections and requirements.	<ul style="list-style-type: none"> <li>Explain the DofE levels, sections and timescales.</li> </ul>	
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>	
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>	
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>	
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>	
To discuss and evaluate examples of good practice.	<ul style="list-style-type: none"> <li>Identify examples of good practice.</li> </ul>	

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

DofE Manager/AAP Manager/Assessor Network Expedition Co-ordinator  
for \_\_\_\_\_ Operating Authority/AAP



# EXPEDITION

## DofE Leaders' explanation and interpretation summary of the checklist for all assessed DofE expeditions:

DofE Qualifying Expedition Conditions		Further explanation and interpretation of conditions
1	All expeditions must be by the participants' own physical effort, without motorised or outside assistance.	
2	All expeditions must be unaccompanied and self-sufficient.	<p>a) The team must be unaccompanied, unguided and supervision must be carried out remotely.</p> <p>b) As part of effective remote supervision, teams may be more closely supervised for parts of the expedition where specific hazards are unavoidable. This supervision should be kept to an absolute minimum.</p> <p>c) If a team does not possess the necessary expedition and medical skills required for an area, then they should not be in that area.</p>
3	All expeditions must be supervised by an adult who is able to accept responsibility for the safety of the team.	
4	The expedition must have an aim.	
5	All participants must be properly equipped.	
6	Participants must have completed the required training and practice expeditions.	The qualifying expedition must not be over the same route or in the immediate vicinity of routes used in practice expeditions.
7	At least one practice expedition must be undertaken at each level of the programme, in the same mode of travel in a similar environment to the qualifying expedition.	For overseas assessed expeditions, at least one UK practice must have taken place in an appropriate environment.
8	The team must plan and organise the expedition.	Multiple teams should not travel in convoy but have individual routes from camp site to camp site. Where this is unavoidable at least 30 minutes must separate each team using the same route and they must operate as discrete teams.
9	Assessment must be by an approved accredited Assessor.	

DofE Qualifying Expedition Conditions		Further explanation and interpretation of conditions
10	There must be between four and seven in a team (eight for modes of travel which have tandem).	
11	All participants must be within the qualifying age of the programme level.	This is regardless of whether they are under assessment or not.
12	Participants must be at the same level of assessment.	Participants should have a similar ability or level of experience and make a full contribution to the team.
13	The team must not include those who have completed the same or higher level expedition.	Participants should have a similar ability or level of experience and make a full contribution to the team.
14	Accommodation should be by camping.	
15	The expedition must be of the correct duration.	<p>a) The expedition must be of the minimum number of days and nights and must include appropriate acclimatisation/ final preparation time.</p> <p>b) An acclimatisation day during an expedition due to extreme altitude may be included as long as the minimum hours of activity and journeying are still completed.</p> <p>c) An additional acclimatisation/rest day may be included during an expedition but this will not count toward the expedition days.</p>
16	The expedition should normally take place between the end of March and the end of October.	The expedition must take place at an appropriate time of year for the expedition's location and aim and the enjoyment of the participants.
17	The expedition should take place in the recommended environment.	The expedition should take place in an appropriate and challenging environment. Overseas expeditions should take place in an area appropriate to the level of the expedition.
18	The expedition must meet the minimum hours of planned activity.	<p>a) Six hours at Bronze, seven hours at Silver and eight hours at Gold. At least half of these daily hours must be spent travelling.</p> <p>b) Time associated with overnight accommodation and catering is additional to the minimum daytime hours of planned activity.</p>
19	A substantial meal should be cooked and eaten by participants each day.	This is optional on the final day.
20	A presentation must be prepared and delivered after the expedition.	The presentation or report, which may be in any format the participants choose, must be related to the expedition's aim and level.

## NOTES

- All conditions must be read conjunction with the Expedition section of *The Handbook for DofE Leaders*.
- All qualifying expeditions must fulfil the conditions of DofE programmes. Further information on the Expedition section conditions can be found in *The Handbook for DofE Leaders*.
- Where approval has been sought for an assessed expedition, all team members must meet the conditions of the Expedition section.
- **Where participants have individual needs that mean one or more of the above conditions cannot be met, then they may apply for a variation to these conditions to enable them to participate in DofE programmes.** Variation application forms can be found on the DofE website and should be sent to the appropriate Operating Authority DofE Manager (for Bronze and Silver), DofE Regional/Country Office (for Gold) or DofE Head Office (for adventurous projects). A copy of applications sent to DofE Offices must also go to the participants Operating Authority. Approved variations should then be attached to the appropriate expedition notification form when submitted by the Expedition team. More detailed information and timescales can be found in *The Handbook for DofE Leaders* or online at [www.DofE.org](http://www.DofE.org)
- In exceptional circumstances, like extreme weather conditions, rock slides or political instability, a request for a variation may be made in advance through the usual process. Should a change need to be made during an expedition, it is the Supervisor's responsibility to liaise with the DofE Assessor to ensure that the expedition will still meet the conditions of DofE programmes.

**THIS VARIATIONS SYSTEM DOES NOT COME INTO EFFECT UNTIL  
1 OCTOBER 2008. EXPEDITIONS PLANNED BEFORE THIS DATE  
SHOULD FOLLOW THE EXISTING PROCEDURES.**