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To: All County DofE Officers & CCFs working through ACFA
c.c. ACFA Panel Advisors

Please ensure that everyone in your sphere of influence sees this newsletter

DofE Expedition Newsletter
February 2010

The new season beckons.

The 2010 Expedition season will start soon, so a few reminders may be useful.

Army Cadet Magazine. In its last edition the magazine published an article about planning DofE expeditions. If you have not read it, please make every effort to do so, as it contains some very pertinent messages about the importance of allowing the participants to own their expedition, as well as hopefully useful advice on how you can help make that happen.

Notification of Expeditions in Wild Country and Overseas Please remember that when you complete Green notification forms for any expeditions taking place in Wild Country, you **must** send a copy to the ACFA Representative, before sending it to the relevant Expedition Coordinators. Follow this link for their contact details and a brief description of the process.

<http://www.armycadetsanddofe.org.uk/expeditions2.php>

Similarly, for expeditions overseas, the blue forms should come to the Expedition Advisor. Talking of which, there is a guide to planning expeditions overseas on this link -

<http://www.armycadetsandtheaward.org.uk/Overseas%20Expedition%20Guide.pdf> .

To complete this subject, if you are considering making your expedition into an Adventurous Project, please contact the Expedition Advisor as soon as your planning starts, for advice on what is a difficult application process. The same process is used to apply for variations to the 20 conditions – please make contact early if you intend using this process.

All the forms mentioned above can be downloaded from the DofE web site

Charges for Network Assessors From this season on, if you use an Assessor from an Assessor Network (if you haven't caught up with the new terminology - a Panel Assessor from a Wild Country Panel) there will be a charge. Gold assessments will cost £60 per team, Silver - £45 per team and Bronze - £30 per team. This charge will have to be borne by the units, as there is no ACFA budget for this. However, there is no charge if the unit provides its own accredited assessor.

EX² Expedition Training Package. If you have not yet caught up with EX² this is an interactive tool for training, planning and administering expeditions. It is packed with information and interactive exercises, and can be used at Detachments as part of the training process. It is downloaded from the DofE web site, and to activate it you need to purchase a licence. A single user licence is £16, but you may want to consider a 10 user licence at £125, which could provide the package for 2 Companies or even a 50 user for £500, which would equip a whole County.

Go to the EX² page on the DofE web site from this link - <http://www.dofe.org/go/ex2/> to see how to get involved.

Good practice. We still come across expeditions which do not employ good practice. Examples are:

Multiple teams following the same route
Lack of training
Interference and/or prescription by leader
Inappropriate terrain
Close or direct supervision throughout

If any of these feel familiar, please revisit your expedition guide. Let's make the 2010 season one of the best we've had, with quality planning, quality supervision, quality assessing, and best of all, our cadets and young adults taking charge of their expedition right across the board.

Expedition Assessor Accreditation Scheme (EAAS)

Deadline. The DofE have set a deadline for expedition assessors to be accredited by April 2010. We have been granted an extension of this to 2011, because of the size and spread of our organisation. The ATC has also been granted the same extension. There will be no further extensions so we have the coming season to get enough accredited assessors in place to ensure we can assess all our expeditions

Supported Assessments. There are currently 88 ACF adults who attended courses last year, who require a supported assessment to complete their accreditation. These individuals should make every effort to get a supported assessment done in the coming season. A list of approved assessors who may carry out supported assessments is held on the ACFA DofE web site in a password protected area. All those attending courses last year were given access to this list, which includes an e-mail contact. NB. Assessors must have at least 2 years recent experience of carrying out assessments before being approved.

County DofE Officers should encourage their people who need a supported assessment to arrange one, and this will also apply to those attending courses in the coming year. If we can get all the supported assessments done in the coming season we will be well placed for assessors.

Accreditation Courses. All current Course Directors have been tasked to arrange courses in their patch over the next few months. These will be advertised on the DofE web site as soon as they are arranged, along with the contact details of the administrator. Intending students should complete a bid form and send it to the administrator by the cut-off date. A copy of the form is at Annex A. The pre-requisites for attendance are:

- Attended an Introduction to the DofE course or can evidence equivalent knowledge
- Been involved in delivering the DofE at Detachment/Coy/County level
- Undertaken the pre-course learning on-line module and printed the completion letter
- Be CRB cleared and over 18

Funding for the £5 registration and admin fee has now been exhausted, so attendees on the course will need to bring a cheque for £5 made out to "The Duke of Edinburgh's Award". Priority will be given to applicants from those Counties who have no or very few existing accredited assessors.

If there is no course advertised in your area, you may complete the form and send it to the Expedition Advisor, as a means of expressing interest. This will help in knowing where to arrange courses.

Course Directors and Tutors. Anyone interested in becoming a Course Director or tutor on the EAAS course should contact the Expedition Advisor. The pre-requisites are:

Course Directors: Be a Gold accredited assessor
 Have tutored on an EAAS course
 Have attended the Introduction to the DofE Course
 Have good presentation skills
 Have experience of organising and delivering training to Adults

Tutors: Be an accredited assessor

Have attended an EAAS course
Have attended the Introduction to the DofE course
Have good presentation skills

There will be a requirement to attend an orientation session before being appointed.

Policy on running courses. Those intending to run or administer courses should adhere to the following guidelines:

- Courses should not be run for a single County, but should include neighbouring Counties, and where appropriate, CCFs and ATC units in the area.
- An absolute minimum of 12 students should be achieved, with a maximum of 30 on each course.
- Courses must be registered with the Expedition Advisor, to whom the Application to Host a Course must be sent for approval, and forwarding to DofE HQ.

Assessor's Log Books. All accredited assessors should have an Assessor's Log Book, which contains a great deal of information about the process of assessing and the requirements of the assessor. These are now issued to students on the Accreditation Course, and we have attempted to give a log book all those who gained accreditation through the transition process. If you are accredited and have not received your log book, please contact the Expedition Advisor and one will be sent out to you.

Transferring from Bronze/Silver to Gold. Assessors currently accredited at Bronze/Silver level may, if they have competence in Wild Country, apply to include Gold assessing. The form EAAS7 which is contained in the Assessor's Log Book is used to apply for this.

The technical competence to work in wild country must be endorsed by the Operating Authority, and in the ACFA that will be carried out by the Expedition Advisor. Evidence must be presented to confirm competence. This may take the form of a National Governing Body qualification or its military equivalent. A qualification is not mandatory, but those who do not hold such a qualification must undertake a Supported Assessment with an approved Gold Accredited Assessor, who will confirm the individual's competence.

Applications on the EAAS7 must therefore be accompanied by either a photocopy of the individuals qualification or a supported assessment form (EAAS5) signed off by the approved assessor. There is also a further £5 admin fee to pay, so the paperwork should be accompanied by a cheque for £5 made out to "The Duke of Edinburgh's Award".

Further information. A current list of accredited assessors and those waiting for supported assessments is attached for County DofE Officers and Panel Advisors. Accredited Assessors will be approved to carry out supported assessments when they have been assessing for at least two seasons. A list of approved assessors is attached. Guidelines for carrying out supported assessments will be sent to all approved assessors. A list of approved supporting assessors is attached for County DofE Officers

Expedition Supervisor Training Course (ESTC)

Expedition Supervisor Training has been carried out in the ACF for the last three years. The course has recently been reviewed by the DofE Training Manager, and substantially updated by a Working Team. The new course materials have now been briefed out to Operating Authorities, and we will begin offering this training later in the year.

The aim of the course is to provide Expedition Supervisors with an understanding and consistent interpretation of their role and responsibilities within the DofE, ensuring a high quality expedition experience for all young people. A key purpose is to show students how to supervise without interference. The course will last 1½ days and include a short practical exercise.

There is no intention to make this course mandatory, but as an Operating Authority the ACF strongly encourages all supervisors to attend this training at some point.

Course Directors and Tutors. The DofE now require Course Directors and Tutors to be approved and registered. Anyone interested in becoming a Course Director or Tutor should contact the Expedition Advisor.

The pre-requisites for becoming a Course Director or tutor are:

Course Director: Be an accredited assessor
 Have attended the Introduction to the DofE course
 Have tutored on an Expedition Supervisors Course
 Have extensive experience of supervising expeditions
 Have experience of organising and delivering training to Adults

Tutors: Be an accredited Assessor
 Have attended the Introduction to the DofE course
 Have attended an Expedition Supervisors Course
 Have experience of supervising expeditions
 Have good presentation skills

There will be a requirement to attend an Orientation session

Pre-requisites for Students. Those wishing to attend Expedition Supervisors Training must hold the following pre requisites:

 Be qualified to conduct expeditions in accordance with JSP535
 Have attended the Introduction to the DofE Course
 Have a sound knowledge of the Expedition Section

Courses. When courses are arranged, a calling letter will be sent out, and details of the course and administrator will be displayed on the Army Cadets and DofE web site. An application form will be available to complete and send it to the administrator. Joining Instructions will be sent out prior to the course.

As for EAAS courses, EST courses should include a number of adjacent Counties and be extended, where appropriate to the CCF and ATC.

There will be no charge for the ESTC but as for Accreditation there will be a £5 registration and admin fee, payable on attendance on the course.

That's all for now – happy expeditioning!

Mike Gerrish
Lt Col

Expedition Advisor

Annex A: Application Form

Enc: List of Accredited Assessors
 List of Approved Supporting Assessors
 List of those waiting for Supported Assessments

(Enclosures for County DofE Officers and Panel Advisors only)



Expedition Assessor Accreditation Scheme

APPLICATION FORM

RANK:	NAME:	COUNTY:
ADDRESS:		TEL:
		E-MAIL
<p>I wish to attend the Expedition Assessor Accreditation Course on . I hold the pre-requisites listed below</p> <p>Signed: _____ (Paper copies only)</p>		
<p>Pre-requisites – please tick the box:</p> <p>Over 18 <input type="checkbox"/></p> <p>CRB cleared <input type="checkbox"/> You will need to know the number and date of issue</p> <p>Attended Intro to DofE <input type="checkbox"/> Date of course:</p> <p>Mode of travel experience <input type="checkbox"/> Please provide a summary of experience below</p> <p>Pre course learning complete - http://www.dofetraining.org/eaas_precourse/content.html</p> <p>Level of assessing required: <input type="checkbox"/> Bronze/Silver <input type="checkbox"/> Gold</p> <p>(Those with the mode of travel skills to assess to Gold should additionally complete the Gold e-learning. http://www.dofetraining.org/eaas_gold/content.html)</p>		
<p>Summary of mode of travel experience:</p> 		
<p>Summary of DofE experience as Leader/Helper and/or participant:</p> 		
<p>County DofE Officer's Endorsement:</p> <p>I confirm that _____ has the required mode of travel experience and skills, and has been involved in delivering the DofE at Detachment or _____ level.</p> <p>Signed Name</p>		
<p>This form should be completed and sent to the Course Administrator. It can be completed electronically and e-mailed or by hand and posted. After the cut-off date, Joining Instructions will be e mailed or posted, along with a delegate application form (EAAS3).</p>		