



Completion Notes

Notification form for expeditions in wild country (Green Form)

February 2010

What is the notification form for?

This form must be used to notify the DofE that you are organising either an unaccompanied practice or a qualifying expedition in one of the DofE's designated wild country areas as defined in the *Handbook for DofE Leaders* (sixth edition, pp 67-68).

An unaccompanied expedition is one where remote supervision is used at any point, that is, all final practices and qualifying expeditions. Any training where remote supervision is used must also be notified.

Who needs to be notified?

The DofE Expedition Co-ordinator for the wild country area you are visiting, names and addresses are available at: www.DofE.org/go/expeditionareas

In addition a copy must be sent to your Operating Authority and their approval received.

Why?

Notifications and route details are submitted to Expedition Assessor Networks to:

- Confirm that your proposals, if followed, comply with the 20 conditions of the Expedition section.
- Ask for assessment by the wild country DofE Assessor Network.
- Provide advice based upon local knowledge of the area to assist with the planning of the expedition.
- Help the DofE to monitor, support and encourage responsible use of Britain's wild places and resolve any issues which might arise.

What information do you need to provide?

For qualifying expeditions requesting assessment through the Network you must send the following to the appropriate Expedition Co-ordinator:

At least 6 weeks before your expedition:

- **Two copies** of the notification form per team **fully completed** and signed by your DofE Leader/Supervisor.
- **Two copies** of route outlines (tracings on A4 tracing paper or a separate tracing for each day). The route outline should be taken from a 1:50,000 OS map and include grid co-ordinates, grid references showing the start, all camp sites, the finish, the location and brief details of any exploratory work, bad weather alternate routes, escape routes and the direction of travel.

At least 2 weeks before your expedition:

- Route cards with grid references, daily distances and timings, details of exploratory work, camp site locations, **bad weather alternative routes** and escape routes.
- Notes on the aim of the expedition.
- List of personal and team equipment to be carried including details of meals and supplies.

For practice expeditions or for qualifying expeditions where you have arranged your own assessment with an Accredited Assessor the following must be sent to the appropriate Expedition Co-ordinator:

At least 4 weeks before your expedition:

- **Two copies** of the notification form per team fully completed and signed by your DofE Leader/Supervisor.
- **Two copies** of route outlines (tracings on A4 tracing paper or a separate tracing for each day). The route outline should be taken from a 1:50,000 OS map and include grid co-ordinates, grid references showing the start, all camp sites, the finish, the location and brief details of any exploratory work, bad weather alternate routes, escape routes and the direction of travel.

At least 2 weeks before your expedition:

- Route cards with grid references, daily distances and timings, details of exploratory work, camp site locations, **bad weather alternative routes** and escape routes.
- Notes on the aim of the expedition.
- List of personal and team equipment to be carried including details of meals and supplies.

You should send a stamped self-addressed envelope with your notification form.

What happens once you have submitted your form?

The Expedition Co-ordinator will review the information provided to assess its suitability as a DofE practice or qualifying expedition.

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If you have requested assessment by the Assessor Network and we are able to provide this then you will be notified of the details of your allocated Assessor and they will contact the team or Expedition Supervisor directly.

A charge will be made to each DofE team for assessment by the Assessor Network, which reflects the amount of time involved at each DofE level, makes a contribution towards associated costs and ensures consistency. Please see our website www.DofE.org/go/expeditionareas for current costs and method of payment.

The Expedition Co-ordinator will issue approved qualifying expeditions with a Notification Reference Number which must be entered on the appropriate page in each participant's Record Book/eDofE page/Keeping Track booklet following the successful completion of the expedition.

What else do you need to know?

The expedition team will be notified of any access issues or other sensitive local issues known to the DofE, but teams should always negotiate their own access and camp sites.

The Duke of Edinburgh's Award **cannot accept responsibility for the supervision of the participants**. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not remove the duty of the Operating Authority and its representatives to monitor the safety of the participants during the expedition.

The DofE stresses the seriousness of failure to notify the Expedition Co-ordinator of expeditions in wild country. In such cases the expedition will have no standing with the DofE and the participants and Leaders will not be covered by the DofE's insurance policy.

Teams should retain a copy of all information for reference and a copy **must** be sent to the Operating Authority. **Separate forms must be used for each team.** Where a proposed route spans more than one expedition area the team must send notification and route tracings/outline to the Expedition Co-ordinator in whose area the majority of the expedition takes place.

If you have an approved variation to the 20 conditions of the Expedition section, then please attach a copy of the signed *variation form* to your *Green Form* when it is submitted.

Further copies of this form are available to download from the DofE's website: www.DofE.org/go/downloads

Access to private land

DofE groups are reminded that, unless a statutory right of access exists, the consent of landowners or their agents must be obtained before expeditions enter private land. For expeditions in Scotland, teams should notify landowners of their intentions to camp, although permission is not required. Maintaining positive relationships with landowners is important and teams should act responsibly at all times.

Conditions for notification and assessment

A Supervisor must be based in the area of the expedition and, while not participating in the expedition, must be readily available and responsible for the welfare and safety of the team(s). Network Assessors are volunteers who willingly undertake to assess expeditions, but they cannot accept other responsibilities. Each member of the team must have satisfactorily completed all the training requirements outlined in the *Handbook for DofE Leaders*. The detailed Expedition Training Framework for each level is available at www.DofE.org/expedition

Equipment should be as recommended in the *Expedition Guide* and at (www.DofE.org/go/expeditionkit). It should be suitable for the activity and the environment in which it will be used and conform to current safety standards. It is the DofE Leader's responsibility to ensure that all Operating Authority requirements are fulfilled. It is the Operating Authority's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their expedition. Each young person should be seen, with the clothing and equipment they will take on the expedition, by an accredited Assessor or a suitably experienced person (such as the holder of the Walking Group/Mountain Leader Award, BCU Coach or equivalent experience), before the appropriate section in the *Record Book/eDofE/Keeping Track booklet* is signed.

At the first meeting, prior to the departure on the expedition, each participant must show the Assessor their *Record Book/print out of the appropriate page from eDofE/Keeping Track booklet pages* with the sections on preliminary training and practice expedition(s) completed and signed. Assessors will take full account of any previous checks of equipment which have been made and certified locally in advance, but retain the prime responsibility for conducting any checks of equipment and training they feel necessary when meeting the team. Each participant should carry with them a copy of a *DofE expedition safety sheet* available from www.DofE.org/expedition

Please note that where notifications are sent by post the envelope should be checked to ensure sufficient postage is used. The organisation concerned must undertake to reimburse any excess postage charges incurred by the Assessor Network due to insufficient postage.

From 1 January 2010 expeditions must be delivered by staff or volunteers from within the Operating Authority, which includes volunteers working in DofE centres, or by an Approved Activity Provider (AAP). If you are paying a commercial organisation or freelance instructor to supervise or assess your teams you must put their details in the Approved Activity Provider box. Note, if you booked an expedition provider prior to 1 January 2010 then during 2010 they may still deliver that work without being an AAP, but will not be able to do so for the 2011 expedition season.

A copy of this form must be sent to the Operating Authority and their approval received.

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Before completing this form, please study the completion notes. All parts of this form must be completed and any changes must be notified to the Network/Assessor before the expedition. If handwriting this form, please use BLOCK CAPITALS.

For Network use only – notification reference number:

/ / / /

Notification only <input type="checkbox"/>	Request for Network Assessment <input type="checkbox"/>	
Operating Authority name:	Assessment Fee Voucher Code:	
	Expedition details	
DofE centre and group name (school/club etc):	Start Date: / /	End Date: / /
	Number of females:	Number of males:
Name & address of Expedition Co-ordinator to which this form is being submitted:		

Name of person submitting form:	Supervisor details – responsibility for the safety and welfare of the team rests with the Supervisor <small>(who will be based in the area during the expedition).</small>	
Position:	Name:	
	Position:	
Address (must be contactable prior to the expedition):	Address in area during expedition:	
Postcode:	Postcode:	
Tel (Home):	Tel (Home):	
Tel (Work):	Tel (Work):	
Tel (Mobile):	Tel (Mobile):	
Email:	Email:	
Emergency contact phone number(s) during expedition:	Emergency contact phone number(s) during expedition (at least one must NOT be a mobile phone):	

Nature of proposed expedition (please tick): Unaccompanied practice expedition <input type="checkbox"/> Qualifying expedition <input type="checkbox"/>							
Name of Approved Activity Provider (if applicable):							
Total proposed hours of planned activity: Journeying Exploring							
DofE level:	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Although Bronze & Silver expeditions in wild country are not expressly forbidden, the Gold level Expedition Training Framework must be used.			
Mode of travel (please tick):							
Foot <input type="checkbox"/>	Cycle <input type="checkbox"/>	Canoe <input type="checkbox"/>	Sailing <input type="checkbox"/>	Rowing <input type="checkbox"/>	Horse riding <input type="checkbox"/>	Other <input type="checkbox"/>	
If other, please specify here:							
Will a local pre-expedition check be undertaken by an accredited Assessor? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If this form is for notification only and the group is providing its own Assessor, please complete the following:							
Name of Assessor:							
Accreditation number:				Accredited to assess at: Bronze/Silver <input type="checkbox"/> Gold <input type="checkbox"/>			
Pre-expedition contact Tel No(s):				Email:			
Address during the expedition:				Contact Tel No(s) during the expedition – at least one must NOT be a mobile:			
Postcode:							

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Team members (Please note – the 8th row (shaded grey) is to be used for modes of travel that include tandem **only**, e.g. canoe, bike).

Forename	Surname	Gender	Age (at date of expedition yy/mm)	Tick if being assessed	Emergency Home Tel Number	Previous Awards achieved	Dates/areas of practice expedition(s) undertaken
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>	/	<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	

Aim of expedition:

Type of presentation:

To be reviewed by: Assessor Supervisor DofE Leader Other

Expedition location information

			Hours		Team			Supervisors		
	Day	Date	Journeying	Planned Activity	Location and place name	Grid Ref (if available)	Distance	Height gained	Location	Grid Ref (if available)
Base		/ /								
Start		/ /								
Night 1		/ /								
Night 2		/ /								
Night 3		/ /								
Finish		/ /								

Declaration (to be signed by the DofE Leader or Supervisor):

I have read and accept the guidance notes and conditions for notification and assessment. I confirm that all preliminary training has been successfully completed and that the performance of each member of the team on practice expeditions has been such as to enable me to submit them for this expedition with confidence. Each team member is physically able to undertake the expedition.

I confirm my Operating Authority's requirements have been fulfilled and approval has been given.

Please tick this box to agree to this declaration:

Signature or email address if submitting electronically:

Date: / /

Name:

Position:

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