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25 Oct 11

OC Squadrons
Attn All DofE Expedition Assessors

REVALIDATION OF ACCREDITED EXPEDITION ASSESSORS
NEW RULES - ATTENDANCE ON EAS COURSE

Ref: ACTI 74 Annex C para 8

1. All OC units are to be aware of the above Reference, and communicate this to all DofE Accredited Expedition Assessors within their unit.
2. With immediate effect, all assessors who were appointed under the `Transition system`, AND THERE ARE MANY, are to be aware that on revalidation (5 years after appointment), they must comply with the above reference and HAVE ATTENDED AN (Expedition Assessors) EAS COURSE PRIOR TO REVALIDATION. These courses are run at Wing level 1 day, and they do have 5 years from their appointment.

IF THEY FAIL TO UNDERTAKE SUCH A COURSE THEN THEY WILL BE REMOVED FROM THE DOFE LIST OF ACCREDITED ASSESSORS WHEN THEY HAVE SERVED THE 5 YEARS.

3. Those assessors that have been appointed under the new system (attending IDoE and EAS courses and supported assessments are except) , but good practice would dictate that they consider attending such a course in the 5 years appointment period.
4. Copy of Reference is attached - full ACTI will be sent via Bader to all OC's .

Original Signed

B Coats
Sqn Ldr
Wg DofE Off

Copies to

OC Wing

WSO's

EXPEDITION ASSESSORS

1. **The role of the Assessor.** The role of the assessor is to ensure that the 20 conditions of the expedition are met. Assessors must attend an Expedition Assessor Accreditation Scheme (EAAS) Course, and then complete a supported assessment with an approved accredited assessor. Full details of their responsibilities are covered on the course.
2. The Assessor is not responsible for the safety of the group and is not required to be with the group for any length of time, therefore there is no requirement for the person to hold an NGB qualification. However, under the wider duty of care, the Corps must ensure that assessors are competent in the specific environment and have sufficient navigational and other trekking skills to be able to work independently in safety. In order to be covered by the ATC insurance the assessor would also need to be recorded on the AT application. The following points are designed to clarify the position and ensure the Corps exercises its duty of care to these individuals.
3. **Bronze and Silver Level Assessors.** Bronze and Silver expeditions should take place within the BEL remit which would not require extensive outdoor skills. Because they are only responsible for themselves, the assessor does not require an NGB qualification, although a BEL is desirable. Expeditions outside of the BEL remit require Gold level assessors as para 4 below.
4. **Gold Level Assessors.** At Gold Level, the skill level is significantly higher due to the fact that Gold expeditions must be carried out in Wild Country, and meetings with groups could take place in remote locations where good navigational skills of the assessor are essential. In these cases, where a person wishes to assess at Gold level, an NGB qualification is recommended, with a WGL as a minimum. Where the individual does not hold an NGB qualification, the EAS3 (application to attend a course) is signed off by an ML(S) who must endorse the competence of the individual.
5. **EAAS Course.** Course Directors are to ensure that a Pre Registration form is issued to all applicants for the EAAS course. The applicant completes the Pre Registration form with details of their experience and skills and this is checked by the Wing DofE Officer, in consultation with the WATTO, (if necessary), and/or an ML(S) for those wishing to assess at Gold level. If the applicant has the necessary competency a recommendation can be made for attendance on the course.
6. **Approved Accredited Assessors.** Supported assessments are carried out by experienced assessors with a proven record of regular, recent assessments and the Corps DofE Development Officer holds a list of approved assessors. As people gain experience in assessing, they can request their names to be added to the list and should forward a record of their assessments to their Wing DofE Officer who will submit them to the Regional DofE Officer for approval. It is recommended that they should have carried out a minimum of 4 assessments over the preceding two years.
7. **Upgrades to Gold.** Anyone assessing at Bronze/Silver who wishes to upgrade to Gold and has not attended an EAAS course, must do so before the upgrade is authorised. The pre-registration form must be completed and duly endorsed as above.
8. **Revalidation.** All assessors will be required to revalidate after a period of five years when they will need to submit their record of assessments for verification. Those assessors who went through the transition process are required to attend an EAAS course within the five year period and before they revalidate.