



HQ Warwickshire & Birmingham Wing  
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22 Feb 2010

OC Squadrons

**INTRO TO DofE COURSE – SUNDAY 18 APRIL 10 – 2030 SQN HQ**

1. As part of the new DofE training system, this Wing will be holding the above course at 2030 Sqn HQ from 0900 x 1700 hrs. Dress civilian dress, and pay and travel from normal entitlements are applicable.
2. The course is designed to give a basic overview of the DofE award scheme, and is the 1<sup>st</sup> part in the process of becoming an Accredited Expedition Assessor . ( As previously circulated a further 1 day expedition assessors course is required and an assessed expedition to complete that process). It is also the 1<sup>st</sup> part of the scheme whereby candidates can obtain a Foundation Certificate in the DofE. ( Further 2 days course and workbook).
3. Places are limited to 40, and although you can bid for as many places as you wish – be realistic , we will try and get a place allocated to every unit that bids – hopefully 1 from each unit. Any Adult member of staff can attend.
4. Please complete the section below for your bids – reply by **8 MARCH 2010** either via post or email [B@bcoats.freemove.co.uk](mailto:B@bcoats.freemove.co.uk). Selection and Joining Instructions will be issued on 10 March 10. Candidates who attend will need to complete a short e-learning module on the DofE website, prior to attending the course, and bring with them the new 6<sup>th</sup> edition handbook – already issued 1 free to each unit. ( Extra copies can be ordered direct from DofE £5.95).

B Coats  
 Sqn Ldr  
 Wing DofE Off

Copy to; OC Wing WSO's

From Sqn to Sqn Ldr Coats

The following staff wish to be considered for the Intro to DofE Course – 18 APRIL 2010

- | Rank, Name and Initials | email address for JI's |
|-------------------------|------------------------|
| 1.                      |                        |
| 2.                      |                        |
| 3.                      |                        |

Signed ..... Rank ..... Date .....