



D of E Award Groups Operations Manual



**Procedures for Duke of Edinburgh's Award Groups operating under
The Licensed Organisation Kirklees Council**

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1. Introduction

It is a requirement, in conjunction with The Duke of Edinburgh's Award (The D of E) Trustees, that the Kirklees Council in its capacity as the 'Licensed Organisation' have in place standards & guidance that govern the operation and delivery of D of E programmes.

Kirklees Council appoints a D of E Award Manager to discharge its obligations including Monitoring, Approval, Training and general support to Award groups.

Kirklees Council have a full time D of E Award Manager who is supported by part time DofE Recreational staff and a business support officer who can be contacted on their personal email addresses.

Each Award group must appoint a group co-ordinator who is responsible for the group's activities. This person will be the main contact for Kirklees Council.

A group registration form (appendix 1.) should be sent to Kirklees Council and the group will be registered on the eDofE system by Kirklees Council.

2. Staff and Volunteers

Under the conditions to operate the D of E, The Licensed Organisation undertakes to:

'Approve instructors, supervisors and assessors and ensure that they are properly qualified or experienced for their roles. The approval of an individual as a suitably qualified instructor or assessor rest entirely with the Licensed Organisation' (*Extract from D of E Handbook*).

Therefore each person involved with the group must be registered with Kirklees Council by submitting a completed staff enrolment form (appendix 2.) and copies of relevant qualifications. The group co-ordinator is responsible for ensuring that all staff and volunteers have a valid enhanced DBS check. Group co-ordinators are responsible for registering staff from their group with Kirklees so that these can be put on the eDofE system.

3. Entry to the Award

All participants **must** register via their D of E Group. The participants enrolment form should be used (appendix 3).

A group registration form (appendix 1.) should be completed by the award group and sent to Kirklees Council. The unit will be sent the requested entrance packs and licence credits will be allocated on the eDofE system. Each participant should be given information so that they then can log onto their individual record on eDofE. The D of E provides handouts in the resource zone of eDofE for participants and leaders.

4. Standards required by the Licensed Organisation prior to approval of Expeditions

a) Most units will wish to provide their own expedition programme and Kirklees Council supports this aim. All programmes will need to satisfy the following prior to accreditation as a Duke of Edinburgh's Award activity:

b) All personnel providing Expedition training, practice and assessment opportunities will need to be **accredited and registered** with Kirklees Council prior to **commencement**.

c) Expedition supervisors are required to hold one or more of the following nationally recognised qualifications (NGB's) to conduct expeditions:

- Basic Expedition Leader Level 3 Award (or the old BEL level 2) issued by the Sports Leaders UK, for training/supervision of bronze, silver & gold awards within the remit of the BEL.

- The appropriate level of the Mountain Training Hill & Moorland Leader with the Expedition Skills Module, Walking Group Leader (WGL) or Mountain Leader Award (ML) issued by Mountain Leader Training UK for expeditions (on moorland terrain) within remit of the Award.
- For other modes of transport (cycle, canoe etc.) consult with the D of E Manager concerning the appropriate qualifications or experience required.
- All supervisors must hold a current minimum 16 hour First Aid Certificate appropriate to the activities undertaken.
- The DofE Manager may recognise other qualifications/experience on a 'case by case' basis for more information please contact Kirklees DofE if you believe this may apply to you. Appendix 5 includes a qualification matrix we currently use for DofE activities.

d) Attendance at a D of E specific Supervisors course is highly recommended, as this concentrates on the 'soft skills' and Remote Supervision specific to D of E requirements. Kirklees Council offers this course. Contact the D of E Manager for further information.

e) All expedition assessors must attend a DofE Assessors Accreditation Course and complete the registration requirements before assessing DofE expeditions.

f) External expeditions from commercial providers should comply with the requirements of Health and Safety Executive Licensing Regulations 2007 (if applicable). These providers must also be a DofE Approved Activity Provider (AAP). A list of these can be found on www.dofe.info The group co-ordinator must obtain the AALA licence number of any outside organisation offering commercial services and provide this to Kirklees Council.

g) A suitably qualified supervisor shall take responsibility for two teams undertaking either a practice or assessed expedition. Consent must be meaningful (i.e. inform parents/carers of all activities undertaken or proposed).

h) Qualifying Expeditions must be assessed by an accredited expedition assessor, who has completed all the training and holds a current EAAS certificate for the level of award being assessed.

i) Prior to each Expedition, DofE Groups need to submit either a Notification of Expedition (EVDofE) form to Kirklees Council (appendix 4.) or a 'Green' Expedition Notification Form a minimum of SIX WEEKS prior to the event. Please see section 6 of this document for more information. Longer timescales apply for DofE Expedition Areas, Expeditions Abroad and for variations to the standard expedition conditions. Contact The Kirklees DofE office for further information.

j) Kirklees Council in discharging its function as a Licensed Organisation sets *minimum standards for groups wishing to have their activities accredited for the Duke of Edinburgh's Award*. Please refer to the current 'Guidelines for Educational Visits Guidance or EVOLVE.

Any information contained in that document does not replace any 'own organisation' policies or procedures that Groups are required to comply with. It acts as a 'benchmark' of minimum standards to be met.

k) The responsibility for the Health, Safety and Welfare of participants and Leaders remains the responsibility of the governing body of the school or the management committee of the youth organisation etc.

5. Pre Expedition Requirements

Before accrediting an application the D of E Co-ordinator will need to be satisfied that the Expedition meets the following requirements:

a) Expedition Team Competence

Team members shall be adequately trained and physically able and fit for the challenge chosen for the venture. (This is normally facilitated by the provision of adequate training and 'practice' expeditions and careful consideration of appropriateness to each team.)

b) Equipment

The group and personal expedition equipment must be fit for the nature of the expedition. All expedition teams should have their equipment checked by a qualified person prior to the expedition.

c) Supervisors and Assessors

We as the Licensed Organisation accredit all Assessors and Supervisors (except where they are provided by the relevant 'DofE Expedition Areas Office').

No group will be allowed to undertake expeditions without the correct ratio of adult supervisors. Multiple/Special Needs Groups, will need to review the Risk Assessment and increase the supervision as appropriate. We would strongly advise that an appropriately qualified supervisor takes responsibility for no more than two expedition groups. This is 1:14 or 1:16 for tandem groups. At Gold Level, if the groups are being electronically tracked using a tracking device. The appropriate qualified supervisor can take responsibility for up to three groups with appropriate support in place.

d) Risk assessment

A Formal Risk Assessment has been carried out for each expedition; this must include campsites, proposed routes and the formation of a remote supervision plan.

e) Transport

In all circumstances, it is expected that all necessary precautions, legal and otherwise, are taken in the transportation of participants and leaders engaging in the Duke of Edinburgh's Award Programme, including Roadworthiness, Kirklees Mini Bus Safety Test, Drivers hours, Breakdown cover, appropriate insurance, risk assessment.

f) Major Incident Plan

All expeditions should have a plan to cover a major incident (e.g. hospitalisation, injury to participants or leaders etc).

6. Notification Procedures/timescales

All practice and qualifying expeditions **must be approved** by Kirklees Council and the relevant DofE Expedition area if appropriate. Failure to do this will invalidate the expedition.

This system of notification will ensure that Kirklees Council knows in advance which groups are undertaking expeditions. The appropriate DofE Expedition Area Office can also give approval and ensure that all requirements are met. Kirklees DofE staff is happy to assist with guidance, planning etc.

Whilst appreciating that groups/schools may operate their own 'Out of School Activities' procedures, it is still necessary to notify Kirklees Council of any expeditions offered under the Duke of Edinburgh's Award to ensure accreditation and insurance under the auspices of The Duke of Edinburgh's Award.

a) Expeditions in 'Normal' country (All Bronze and most Silver)

A Minimum of Six Weeks in Advance the information is to be uploaded onto EVOLVE and a completed Expedition Notification Form (EVDofE) should be attached to your EVOLVE entry. DofE groups that do not use EVOLVE must complete an Expedition Notification Form (EVDofE) and send to Kirklees DofE.

Once approved, all DofE groups will be notified with a Local Expedition Notification Number for the expedition.

Bronze expeditions should not normally take place in 'D of E Expedition Areas'.

b) All Expeditions held in 'D of E Expedition Areas' (Wild Country)

'DofE Expedition Areas' are designated by The Duke of Edinburgh's Award (see the award website www.dofe.info for details).

A Minimum of Six Weeks in Advance the information is to be uploaded onto EVOLVE and a completed 'Green' Expedition Notification Form should be attached to your EVOLVE entry. For groups that do not use EVOLVE, they should complete a 'Green' Expedition Notification Form and should send to Kirklees Council. This is to gain approval for the expedition from Kirklees Council. On approval, all groups will be notified with a Local Expedition Notification Number for the expedition.

In addition to gaining approval from Kirklees Council, Groups must apply to the DofE via the Expedition Area secretary for approval to conduct any Expedition which is to take place in 'DofE Expedition Areas' as follows:

- **Six weeks in advance** by forwarding the 'Green' Expedition Notification Form and outline routes to the appropriate Expedition Area Office and if requesting an assessor.
- **Four weeks** in advance by forwarding the green expedition notification form and outline routes to the appropriate expedition area office if providing your own assessor.

On approval, you will receive a DofE Notification Number for each individual group undertaking an expedition in a 'DofE Expedition Areas'. This Notification Number should be used on participant's eDofE accounts.

c) Expedition Variations & Ventures Abroad.

If a qualifying expedition does not meet any of the 20 conditions (appendix 6) a variation request form needs to be completed and sent to Kirklees Council for approval (variation form :- <http://www.dofe.info/go/expeditiondownloads/>)

Final approval may be needed from the Regional D of E office. Contact the D of E co-ordinator for advice **at least twelve weeks ahead**.

For ventures abroad there needs to be a great amount of planning and the D of E advise at least one year notification of plans. Therefore please involve the D of E co-ordinator as soon as possible.

d) EVOLVE submission

For those groups who use Evolve the following procedures should be used.

- 1) Complete the EV1 Duke of Edinburgh form EV DofE or DofE Green Form (depending on area of expedition) as this includes the specific Participant Number which the Operating Authority will need to know.
- 2) Log onto Evolve
- 3) Click 'Add'.
- 4) The Visit Name should start with 'DofE' and end with 'Centre Name' e.g. "DofE Bronze Expedition White Peak Mirfield Open Award Centre"
- 5) Under 'Primary Purpose' on the drop down list click on 'Duke of Edinburgh'
- 6) Continue through the form until you get to...
- 7) DoE Forms - upload the EV DofE or DofE Green Form as well as any other appropriate forms.
- 8) Complete the Evolve form by adding risk assessments and any other relevant documents (route maps/cards etc).
- 9) When you are satisfied everything is in order click 'Submit'.
- 10) The form will be sent to your EVC who checks it and submits it to the Head Teacher.
- 11) When the Head Teacher is satisfied everything is in place they click 'Process'
- 12) It will ask "If you wish to send an email notification to another user then enter their email address below". Type in Danny Wells' email address – danny.wells@kirklees.gov.uk then form will then go to Kirklees DofE Development Officer.

The Kirklees DofE Development Officer, Danny Wells, will formerly approve DofE trips. On approval, you will receive a Notification Number for each DofE Group undertaking an expedition in 'DofE Expedition Areas'. This Notification Number should be used on participant's eDofE accounts. The Kirklees Education Visits Advisor, Ian Kirby, will then receive notification when the trip has been approved.

e) None EVOLVE submission

If your group is not registered on EVOLVE, you must fill in an Expedition Notification Form (EVDofE) (appendix 4.) or a 'Green' Expedition Notification Form (downloadable: <http://www.dofe.info/go/expeditiondownloads>) depending on Expedition location and send it with copies of routes and risk assessments attached to The DofE Development Officer, Danny Wells, The Duke of Edinburgh's Award, Little Deer Wood, Shepley Bridge Marina, Huddersfield Road, Mirfield, WF14 9HR or email it to danny.wells@kirklees.gov.uk.

7. Insurance

A group must have Public Liability Insurance to cover the legal liability of staff, participants and volunteers involved in a DofE activity a current copy of the policy/schedule should be sent to the Kirklees DofE annually.

Leaders and participants are advised that The Duke of Edinburgh's Award itself provides a 'safety-net' cover, including personal injury insurance for Leaders and participants. For further information visit www.dofe.info and search insurance.

8. D of E Group Responsibilities

a) All DofE groups must comply with Kirklees Council's Education Visits Guidance.

b) Record Keeping.

DofE Groups are advised to keep all records concerning DofE participation, Expeditions, Consents and Risk Assessments etc. for a minimum of 12 months after completion of the event. In the case of a reportable incident it is advised to keep details until 7 years after the event or in the case of people under 18 at the time then 7 years from their 18th birthday.

c) Sectional Opportunities 'Providers' Off Site.

DofE Groups are to ensure that any such providers are 'Bona Fide' and that a Formal Risk Assessment of such providers is carried out.

Due regard is to be given as to Safeguarding issues and advice should be sought if required. No adult should have contact with Young People without an Enhanced 'DBS' check being carried out and references etc. being taken up.

d) Participants 'self-arranged' opportunities

Where individual participants have made their own contacts (e.g. Music Tuition, Sports Clubs, other youth organisations etc.), It is the parents/carers responsibility to ensure the participants safety and welfare whilst engaged in such activities.

This shall be made clear to parents/carers & participants prior to commencement of an activity by the Groups D of E Coordinator.

e) Group General Administration and Support Responsibilities

- Groups shall maintain an accurate register of participants & leaders; Participants D of E Award level enrolled, completion dates etc. using eDofE.
- Once approved by the leader, the eDofE system will automatically notify the Licensed Organisation on completion of the D of E Award by the participant.
- The Licensed Organisation will then notify the participant of approval and invite them to the next Award Presentation.
- In the case of the Gold Award, The participant must complete and submit the GAP form on line to request a 'Royal Presentation'. The D of E will ratify completion and issue certificates etc.
- All adults (co-ordinators, leaders, trainers, assessors etc.) must hold a valid Enhanced DBS Clearance and be appropriately qualified in respect of expeditions supervision and/or assessment, it is the groups responsibility (through its group leader) to notify Kirklees Council's D of E Office of all such persons and to update changes annually.
- Groups are to support coordinators, leaders etc. by facilitating access to such training as needed to ensure compliance with current best practice on all aspects of the operation of the Duke of Edinburgh's Award
- Where young people may have difficulties in meeting the 20 conditions of the expedition due to illness, injury, disability or impairment a variation may be accepted. Please see hand book or talk to the award manager.
- Where Gold Assessed Expeditions are taking place Units must ensure Pre Expedition Checks are in place.

9. Licensed Organisation Responsibilities

Kirklees Council as the Licensed Organisation is responsible for the following functions:

- Support the aim of the Award
- Appoint a person as Award Manager
- Have systems in place for Delivery and Administration
- Authorise Award Groups
- Provide Training Opportunities
- Record Young People entering the Award
- Expedition Notification
- Monitor Health and Safety
- Maintain Standards and Quality
- Grant Awards
- Support Staff and volunteers by phone, email and regular meetings
- Promote best practice & ensure Equal Opportunities
- Monitor Insurance Provision
- Provide Management information
- Liaise with the Area DofE office

10. Useful Websites

www.dofe.org	Website with information designed for participants and parents/carers
www.dofe.info	For all aspects of the Award Information, Training Opportunities Etc. Etc.
www.kirkleesdofe.org	All aspects of the Award in Kirklees including gallery of photographs
www.aala.org.uk	<ul style="list-style-type: none"> • Licensing & Health and safety information
www.teachernet.gov.uk Follow link to whole school issues then Pupil Safety www.oeap.info www.theyet.org	<ul style="list-style-type: none"> • Information on off site visits, EVC's etc. • Best Practice Guidance • Ventures abroad etc.
www.sportsleaders.org	Information on BEL and other community sports awards
www.mlt.org	Information on HML, Expedition Skills Module, WGL and ML schemes including on line registration.
www.outdoor-learning.org	Website with many useful hints/links.
www.mwis.org.uk www.bbc.co.uk/weather www.metoffice.gov.uk	Weather Info
www.countrysideaccess.gov.uk www.ramblers.org.uk	Information on Access, Countryside Code etc.
www.ordnancesurvey.co.uk	Maps and lots of free downloads'
www.reviewing.co.uk/outdoors	A-Z of adventure sites 1000's of links...
www.groupaccommodation.com www.yha.org.uk www.asgc.org.uk	Bunkhouse, Hostels, Camping barns etc. Scout/Guide Campsites)

11. Appendices

1. Group Registration Form
2. Staff Enrolment Form
3. Participant Enrolment Form
4. EVDofE
5. Leader Qualifications Grid
6. 20 Expedition Conditions
7. Service Level Agreement



KIRKLEES



Duke of Edinburgh's Award Group Registration

NAME OF GROUP			
ADDRESS			
POST CODE	Phone		e-mail
PLACE, DAY, TIME OF MEETING			
NAME OF LEADER			
HOME ADDRESS			
POST CODE			
TELEPHONE		MOBILE	
EMAIL ADDRESS			
LEADERS DOB			
NAME OF ASSISTANT LEADER(S)			
DATE OF LEADER BRIEFING			
DATE OF STARTING PROGRAMME			

PUBLIC LIABILITY INSURANCE POLICY WITH: _____ (Co)

PERSONAL ACCIDENT INSURANCE POLICY WITH: _____ (Co)

Leaders Signature _____ Date: _____



Kirklees DofE Staff Enrolment Form

The Duke of Edinburgh's Award Office
The Basement Slaithwaite Town Hall, Cross Street Slaithwaite HD7 5AF
Tel: 01484 225952

Please print clearly in CAPITALS. You must complete all the questions

Operating Authority													
DofE Group													
Title*	First name*				Last name*								
Address													
Town/City				Postcode									
Date of Birth*				Gender				Male <input type="checkbox"/>		Female <input type="checkbox"/>			
CRB passed*		Yes <input type="checkbox"/>		No <input type="checkbox"/>		CRB Number							
Email*													
Telephone				Mobile Number									
Which of the following do you consider to be your ethnic origin: Please highlight/circle													
Indian	Pakistani	Bangladesh	Asian Other	Chinese	Black African	Black Caribbean	Black Other	Mixed Race Asian	Mixed Race Black	Mixed Race-European	Other	White UK/Irish	White European
Intro to DofE Course Yes/No				Venue:				Date:					
Previous Experience with DofE or other young peoples activity:													
Select your DofE role*		DofE Leader <input type="checkbox"/>		Volunteer <input type="checkbox"/>		Please list any relevant qualifications or governing body awards:							
We may need to photo copy original certificates as a requirement of The Adventurous Activities License													
Please Supply the Name & Address of two people who are willing to support your application:													

I agree to the Operating Authority requirements and eDofE rules

	Print name	Signature	Date
Applicant			

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the Operating Authority and DofE centre to monitor and manage DofE participation and progress by young people and manage Leaders.

All contact from the DofE Charity using personal data will communicate useful and relevant information to either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system. Leaders can choose to receive this information to an external email account or by post using the *personal preferences* section in eDofE. These preferences can be updated at any time.

Date registered onto eDofE	
Applicant approved by	
Username	
Initial password	

For Operating Authority/Centre Administration

Note: this is to record details in case these are lost. Everyone is encouraged to change their password the first time they log on to eDofE.

Kirklees DofE Participant Enrolment Form

The Duke of Edinburgh's Award
The Basement Slaithwaite Town Hall
Cross Street Slaithwaite HD7 5AF

Award Manager: Denise Bedford MBE Tel: 01484 225952

E-mail: denise.bedford@kirklees.gov.uk



Participants Enrolment Form

Please print clearly in CAPITALS or type details in. * You must complete all the questions.

Personal details

DofE group / centre:*			
Title:* : Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>		Address 1:*	
First name:*		Address 2:	
Middle name:*		Address 3:	
Last name:*		Town/City:*	
Primary Language:*		Postcode:*	
Date of Birth:*		Email:* @	
Age:*		Telephone no (home):*	
Gender:* Male <input type="checkbox"/> Female <input type="checkbox"/>		Telephone no (mobile):	
Enrolment level:* (tick one)		Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>
Please attach a cheque payable to Kirklees Council for £24 or £31 and send it with the completed form to the address at the top of this form.		£24.00	£31.00
Previous levels/sections* – please tick which sections/levels you have completed and tell us your ID number and the DofE Centre:			
ID Number:		Centre:	
Bronze <input type="checkbox"/> Completed entire level <input type="checkbox"/> Volunteering <input type="checkbox"/> Physical <input type="checkbox"/> Skills <input type="checkbox"/> Expedition		Silver <input type="checkbox"/> Completed entire level <input type="checkbox"/> Volunteering <input type="checkbox"/> Physical <input type="checkbox"/> Skills <input type="checkbox"/> Expedition	
		Next of kin name:*	
		Relationship to next of kin:*	
		Next of kin telephone:*	
<p>Data Protection Act 1998: The information you provide to Kirklees Council is necessary for project management, development and audit and will be used for those purposes only. Young People's Service may share it with other Council Services and Partner Agencies where this is necessary for and consistent with the stated purposes. For the purposes of the Act the contact is The Data Protection Officer, 8 Old Leeds Road, Huddersfield, HD1 1SF.</p> <p>I understand during the scheme photos and video footage will be taken and that images can be used for promotion and evaluation.</p>			
<p>Consent to enrol from parent or guardian (if applicant is under 18 years old). I agree to my son / daughter / ward doing a DofE programme.</p>			
Parent/guardian:*	Print Name	Signature	Date / /
<p>I agree to enrol as a participant on a DofE programme. You will be doing your programme using our online eDofE system. This system has a set of terms and conditions that you must agree to. These will be available when you access eDofE.</p>			
Applicant:*	Print Name	Signature	Date / /

PTO

The following information is used to help the DofE meet the needs of all young people.
I would describe myself as (please tick the relevant box):

Asian or Asian British				Black or Black British			Chinese or other	
Indian	Pakistani	Bangladeshi	Other	Caribbean	African	Other	Chinese	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gypsy and Traveller				Mixed				White
Irish Traveller	Gypsy	Roma	Other	White & Black Caribbean	White & Black African	White & Asian	Other	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)								

Data supplied on this form and information about DofE activities recorded in eDofE will be used by the DofE Charity, the participant's Operating Authority and DofE centre to monitor and manage DofE participation and progress.

All contact from the DofE Charity using personal data will communicate useful and relevant information to

I consider myself to have a disability as defined by the Disability Discrimination Act as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any medical needs which you believe may influence you on certain activities (i.e. the Expedition section)? This information is only used to ensure your safety on DofE activities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to either of these questions, please specify:		

either help participants complete a DofE programme, Leaders/OAs to run DofE programmes more effectively or help the DofE Charity improve the quality and breadth of its programmes. All contact will be via the eDofE messaging system. Participants can choose to receive this information to an external email account or by post using the *personal preferences* section in eDofE. These preferences can be updated at any time.

For Operating Authority/Centre administration only

Date registered onto eDofE	/ /
Participant Fee received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Username	
Initial password	

Note: This is to record the details in case these are lost. Everyone is encouraged to change their password the first time they log on to eDofE.

FOR LEA OFFICE USE ONLY

Mail ref: _____

Date received: _____

Entered database: _____

Date approved: _____

**Educational Visit Notification for Duke of Edinburgh's
 Award Expeditions – EV DofE**

This form must be completed for every Duke of Edinburgh's Award expedition and forwarded to Kirklees Council for approval along with all the relevant risk assessments, routes and any other paperwork, **at least 6 weeks** prior to the expedition taking place.

For LA Schools & YPS Groups the Headteacher and Governing Body or Senior Manager (YPS) are required to approve ALL visits in categories B and C.

LATE NOTIFICATION OF VISIT

Name of Registered Award Group: e.g school, College, Youth Organisation etc.			
Name of Party Leader:		AAALA Licence Number: <i>(if applicable)</i>	
<i>Award Group Address:</i>			
<i>Telephone:</i>		<i>E mail:</i>	
<i>Kirklees DofE Registered Personnel</i> (Please Include names of helpers)		Qualification (Relevant to activity BEL, WGL, HML, ML, BCU, RYA, other)	<i>Assessor Accreditation No:</i>

Award Level:	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>
Type of Venture:	Foot <input type="checkbox"/>	Cycle <input type="checkbox"/>	Canoe <input type="checkbox"/>
	Practise <input type="checkbox"/>	Sailing <input type="checkbox"/>	Qualifier <input type="checkbox"/>
Location of Venture:			
Date(s) Venture: <i>(Day, Date, Month, Year)</i>	Leave:		
	Return:		
Number of Participants:	Male	Female	Total
Telephone Contact During Venture			
Tel No. of Emergency Contact in Kirklees during the venture			
Type of transport: (Minibus, coach, train ferry etc.)			
Will groups be tracked?	Yes / No	What tracking system do you use:	

Copies of Risk Assessments Attached?	Yes / No
Copies of Route Attached?	Yes / No

Please fill in details for EACH group going to undertake an expedition.							
Group Supervisor			Group Assessor				
Expedition group information							
Forename	Surname	Gender	Age (at date of expedition yy/mm)	Tick if being assessed	eDofE ID 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"/>	
		F <input type="checkbox"/> M <input type="checkbox"/>		<input type="checkbox"/>		B <input type="checkbox"/> S <input type="checkbox"/>	

Variation Form Attached	Yes / No / Not Applicable
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Expedition group 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										
Night 1 for Bronze, Night 1 and 2 for Silver, Night 1, 2 and 3 for Gold										

Educational Visit Checklist

This checklist is to help the Expedition Leader, Head Teacher, Educational Visits Co-Ordinator, Senior Manager ensure:

- The health, safety and welfare of young people and staff
- The maximum educational benefit to young people
- Effective management, planning, organisation and leadership

The checklist may be an aide memoire to be used by the Leader and could also provide a formal record for the Headteacher, Kirklees Council (KC), Educational Visits Advisor (EVA), Senior Manager (YPS) or Governors. It may therefore be used by the Headteacher/Senior Manager (YPS) to decide whether final approval for a visit is given.

- 1. VISIT LEADER**
 - Is there a clearly identified Leader and/or Deputy Leader, sufficiently experienced and competent to assess the risks and manage the proposed visit or activity?
- 2. EDUCATIONAL OBJECTIVE**
 - Is there a clearly identified purpose for the venture and is it appropriate to the age and ability of the young people in the group?
- 3. RISK ASSESSMENT**
 - Has the Leader assessed the risks involved in all aspects of the expedition or and recorded the significant findings or made reference to a previous record, with amendments as necessary?
Where generic risk assessments are used it is essential that any site specific or group/child circumstances be noted on the RA or a separate sheet attached.
- 4. LOCATION**
 - Is the proposed location of the visit suitable for the expedition to be undertaken and manageable for the group? **If in Wild Country, fill in a 'Green' Expedition Notification form and also notify the appropriate expedition network? (formerly wild country panel)**
- 5. ADVICE**
 - Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice?
This may be a member of staff who has a co-ordinating role for off-site activities within your establishment or KC or the EVA.
- 6. APPROVAL**
 - Does the proposed activity fall within Categories B or C if natural water involved?
If so, it will also need to be assessed by the EVA at the planning stage. You should forward a copy of the checklist to the EVA. Details of the visit should also be forwarded.
- 7. VENUE**
 - Does the expedition involve hazardous activities booked through commercial, charitable or private providers?
 - If so, have you informed KC or the EVA?
 - Does the venue have adequate fire and security procedures in place?
- 8. STAFF**
 - Are members of staff, instructors or adult volunteers leading activities suitably qualified and experienced, i.e. competent to do so?
 - Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?
- 9. STAFF/PUPIL RATIO**
 - Will the group have an acceptable staff/participant ratio necessary for the activities proposed?
 - Do plans and staffing ratios reflect the needs of people with disabilities?
- 10. PRELIMINARY VISIT**
 - Has the Expedition Leader made a preliminary visit to the site or area to be visited, to check arrangements?

e.g. travel time, access and permission, facilities and equipment, leisure or recreational facilities for residential stays, staff support, guides or programmes of work, potential arrangements, and references from previous users).

- If not, has action been taken to ensure the Visit Leader is aware of potential hazards and opportunities?

11. PARENTAL CONSENT

- Has parental consent been obtained for the visit as a whole and for any hazardous activities, which are planned?

12. THE PROGRAMME

- Do participants and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?
- If not, will another provider be offering additional appropriate equipment?
- Are the pupils prepared for and physically capable of taking part in the proposed venture?
- Is the venture suitable for all of the participants?
- Is there an alternative route in the event of poor weather, for example?

13. ORGANISATION

- Are sufficient staff aware of cultural, religious, dietary and medical needs of pupils and staff?
- Have suitable and sufficient first aid arrangements been made?

14. TRANSPORT

- Is appropriate and legal transport available?
- Are there suitable and sufficient qualified drivers for any planned minibus journeys?
- Will departure and return times be made known to staff, participants and parents/carers?
- Is there a contingency plan, in the event of a delay or early return?

15. FINANCE AND INSURANCE

- Have adequate arrangements been made to finance the visit and manage the finances?
- Are you aware of VAT regulations, e.g. regarding criteria for VAT recovery?
- Is there adequate and relevant insurance cover?

16. BRIEFING FOR PUPILS

- Will the young people be properly briefed on the activities they will undertake during the visit? The briefing may need to include:
 - Appropriate clothing and equipment
 - Rendezvous procedures
 - Safety risks
 - Groupings for expedition or supervisory purposes
 - A system of recall and action in emergencies
 - Agreed codes of conduct and behaviour
 - Significant hazards
 - Relevance to prior and future learning

17. BRIEFING FOR STAFF

- Will the Visit Leader also brief adults and voluntary helpers?
The briefing may need to include:
 - Anticipation of hazards and the nature of the programme
 - Defining roles and responsibilities of staff
 - Careful supervision to cover the whole time away
 - Standards of behaviour expected from pupils
 - Regular counting of participants
 - How much help to give to pupils in their tasks
 - A list of names of people in sub groups
 - Emergency procedures

18. BRIEFING FOR PARENTS/GUARDIANS

- Will the Expedition Leader also brief parents/guardians? (Essential for residential visits)

The briefing may need to include:

- Visit's objectives
- The location where the pupils will be collected and returned
- Modes of travel including the name of any travel company
- Any times when remote supervision may take place
- Details of accommodation with security and supervisory arrangements on site
- Details of provision for specialist educational or medical needs
- Procedures for pupils who become ill
- Names of leaders, other staff and any other accompanying adults
- Details of the activities planned and of how the assessed risks will be managed
- Standards of behaviour expected
- Clothing or equipment required
- Establishments home contact number
- On exchange visits, the details of the host families

19. EMERGENCY CONTACT

- Has a named point of contact been identified at home or at "base" in the event of an emergency, who has a contact list of the group members, including staff, and a programme of the group's activities?
- Are sufficient staff aware of procedures and relevant phone numbers in the event of an emergency? This will include sending a child home or delays/cancellations.

20. PREPARATION AND COMMUNICATION

- Is there adequate time and opportunity to prepare for the visit or activity?
- Have other staff and colleagues whose work may be affected been notified of planned arrangements?

21. FOLLOW UP

- Have arrangements been considered for appropriate follow up work and evaluation after the expedition?
- Has a report been provided for the Headteacher or other colleagues, where appropriate, to share positive aspects of the expedition and learn from problems or incidents?
- Have other records been completed? E.g. Record books, trackers, vehicles or equipment.
- Have financial records been completed?

22. COPY TO KIRKLEES COUNCIL OR EDUCATIONAL VISITS ADVISOR

- Ensure that a copy of this checklist is forwarded to KC or the EVA for approval of visits.

Please note:

Any activity or off-site visit that either involves **natural water** directly or indirectly should be assessed by the Education Visit Advisor.

If there are any subsequent changes made to the trip (in planning, staffing or organisation) Kirklees Council must be notified immediately in writing.

Completed forms

Forms should be either sent as an Attachment with a EVOLVE entry or sent in the post/emailed to Kirklees Council unless otherwise stated within the checklist. Forms should have all relevant paperwork attached with them. You will receive a Local Expedition Notification Number on approval.

Kirklees Council

Danny Wells, The Duke of Edinburgh's Award, Little Deer Wood, Shepley Bridge Marina, Huddersfield Road, Mirfield, WF14 9HR

Tel: 07976 497590 / 01484 225952

Email: danny.wells@kirklees.gov.uk

Education Visits Advisor

Ian Kirby, Educational Visits Advisor, 2nd Floor Somerset Buildings 10 Church Street Huddersfield HD1 1DD

Tel: 07969 918252 / 01484 221000

Email: ianm.kirby@kirklees.gov.uk

Declarations & Approvals

Declaration by Expedition Leader/Visit Co-ordinator:

The Education Service's Guidance Note is being followed for this visit including the monitoring of risks throughout the visit.

1. Signed: _____ Date: _____

Approval and Declaration by the Headteacher and Chair of Governors or Senior Manager (YPS) if applicable:

We approve the above visit. We are satisfied that the staff organising and taking part in the above visit are aware of the Education Service's guidance and have the necessary qualifications, knowledge, experience and skills so that they are aware of and have made arrangements to deal with any particular risks the trip may have. We are satisfied that other persons involved in supervising and instructing the pupils also have the relevant qualifications and experience. We have seen and are satisfied with the written risk assessments referred to above.

2. Signed: _____ Date: _____
Headteacher/Team Leader (YPS)

3. Signed: _____ Date: _____
Chair of Governors/Senior Manager

Approval by the Kirklees Council / Educational Visits Advisor:

4. Signed: _____ Date: _____
Kirklees Council / Educational Visits Advisor

Leadership Matrix

Acronym	Award	Web Site	Award Body	Remit
NNAS	National Navigation Awards Scheme	www.nnas.org.uk/	NNAS	A sound footing for working in the outdoors, an excellent Pre-Requisite for any walking qualifications
BEL	Basic Expedition Leader Awards	www.sportsleaders.org	SPORTS LEADER UK	Lead walking groups in lowland countryside. Impart the knowledge and skills needed to undertake a day walk. Have responsibility for the care of others while leading a day walk in lowland countryside. Plan and lead overnight base and mobile camps.
	Lowland Leader	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Lowland Leader award is for people who wish to lead groups on day walks in lowland countryside and woodland in summer conditions.
HML	Hill and Moorland Leader	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Hill and Moorland Leader award (previously WGL) qualifies you to lead groups in the hill and moorland areas of the UK and Ireland. It focuses on non-mountainous terrain and does not include the 'overnight experience' element as WGL did.
	Expedition Skills Module (Bolt onto HML)	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Expedition Skills Module is an optional module available to walking leaders. It's an opportunity to increase your skills where you will be trained and assessed to lead groups on multi day camping expeditions.
WGL	Walking Group Leader Award	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Walking Group Leader Award (WGL) qualifies you to take groups of people walking in the UK. It does not cover remote or mountainous terrain.
ML (Summer)	Mountain Leader Award (summer)	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Mountain Leader Award (ML) qualifies you to take groups of people walking in mountainous areas in the UK. It does not cover climbing, but does involve some rope-work. It covers navigation, group management and involves overnight camping in the mountains.
ML (Winter)	Mountain Leader Award (winter)	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Winter Mountain Leader Award (Winter ML) qualifies you to take groups of people walking in mountainous areas in the UK in full winter conditions. It does not cover winter climbing. It covers technical navigation, snow-holing and avalanche awareness.
IML	International Mountain Leader	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The International Mountain Leader Award (IML) qualifies you to take groups of people walking

				across mountain ranges abroad. It does not cover climbing.
MIA	Mountain Instructor Award	http://www.ami.org.uk	ASSOCIATION OF MOUNTAINEERING INSTRUCTORS	The Mountain Instructor Award (MIA) qualifies you to take people multipitch climbing anywhere in the UK in summer conditions. It covers technical navigation, rope rescues, multipitch scenarios and requires a high standard of competence. You can also teach people how to lead climb.
MIC	Mountain Instructor Certificate	http://www.ami.org.uk	ASSOCIATION OF MOUNTAINEERING INSTRUCTORS	The Mountain Instructor Certificate (MIC) qualifies you to take people winter climbing anywhere in the UK. It does not cover Alpine climbing abroad.
SPA	Single Pitch Award	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Single Pitch Award (SPA) qualifies you to take groups of people climbing in the UK. It does not cover large mountain crags, sea cliffs or multipitch venues. It is ideal for single pitch crags like many of the gritstone outcrops of the Peak District.
CWA	Climbing Wall Award	www.mountain-training.org/	MOUNTAIN LEADER TRAINING UK	The Climbing Wall Award (CWA) qualifies you to teach climbing on artificial structures and walls.
SMBL	Scottish Mountain Bike Leader	www.britishcycling.org.uk/scotland	BRITISH CYCLING	Under Review
SMBL (TCL)	Scottish Trail Cycle Leader	www.britishcycling.org.uk/scotland	BRITISH CYCLING	Under Review
MIAS	Mountain Instructors Award Scheme (Level 1-2)	www.britishcycling.org.uk	BRITISH CYCLING	Level 1, which is a site-specific award, The Level 2 Award will qualify you to lead in non-adventurous terrain in strictly summer and intermediate seasonal conditions (AALA) and in terrain of low to moderate technical difficulty.
BCU level 1	BCU level 1	www.canoe-england.org.uk	BRITISH CANOE UNION	Can work as an assistant under direct supervision Can run specific sessions in Very Sheltered or Sheltered Water environments* (Independently, but within the management structure of a club or centre)
BCU level 2	BCU level 2	www.canoe-england.org.uk	BRITISH CANOE UNION	Can independently run progressive coaching sessions in Very Sheltered, Sheltered, or Sheltered Tidal Water environments*
BCU level 3	BCU level 3	www.canoe-england.org.uk	BRITISH CANOE UNION	Can independently run annual coaching programmes in discipline specific Moderate Water environments*
BCU level 4	BCU level 4	www.canoe-england.org.uk	BRITISH CANOE UNION	Under Review

		england.org.uk	UNION	
BCU level 5	BCU level 5	www.canoe- england.org.uk	BRITISH CANOE UNION	Can independently run annual coaching programmes in discipline specific in Advanced Water environments
ARCHERY GB	Archery	www.archerygb.org	ARCHERY GB	Run sessions with up to 8 people
ITC	Immediate temporary Care 16hr First Aid	www.itcfirstaid.org.uk	IMMEDIATE TEMORARY CARE FIRST AID	This is the minimum First aid certificate that validate all the above National Governing Body Awards

DofE 20 Expedition Conditions for young people

1	Your expedition must be by your own physical effort, without any motorised or outside assistance.*
2	Your expedition must be unaccompanied and self-reliant.
3	Your expeditions must be supervised by an adult who is able to accept responsibility for the safety of you and your team.
4	Your expedition must have an aim.
5	You must be properly equipped for your expedition.
6	You must have completed the required training and practice expeditions.
7	You must undertake at least one practice expedition at each level of the programme. You should do this in the same mode of travel and in a similar environment to the qualifying expedition.
8	You and your team must plan and organise your expedition.
9	You must be assessed by an approved accredited Assessor to the DofE.
10*	There must be between four and seven people in your team (eight people may be in a team for modes of travel which are tandem).
11	You must be within the qualifying age of the DofE programme level.
12*	All the people in your team must be at the same level of assessment.
13*	Your team must not include anyone who has completed the same or higher level DofE expedition.
14	Your overnight accommodation should be camping.
15	Your expedition must be the minimum number of days required for your DofE level.
16	Your expedition should normally take place between the end of March and the end of October.
17	Your expedition should be in the recommended environment for your DofE level.
18	You must do the minimum hours of planned daily activity for your DofE level.
19	You should cook and eat a substantial meal each day.
20	You must create and deliver a presentation after your expedition to complete the section.

Don't forget that all your team must meet these conditions!

If you or one of your team has individual needs that mean one or more of the above conditions cannot be met, then you can apply for a variation to these conditions to enable you or them to participate in their DofE expedition. Your DofE Leader/Supervisor will help advise you if this is the case.

* Variations to these four conditions must be submitted to the DofE Head Office as a variation request or an adventurous project and will only be considered in highly exceptional circumstances

SERVICE LEVEL AGREEMENT

DUKE OF EDINBURGH'S AWARD

This Agreement is made between: The Operating Authority and The Award Group

The Operating Authority

Duke of Edinburgh's Award

The Basement, Slaithwaite Town Hall, Cross Street
Slaithwaite, HD7 5AF

The Award Group

.....
.....
.....
.....

This agreement sets out the terms under which the Award Group will operate the Duke of Edinburgh's Award ("the Award") under the Operating Authority licence as granted to Kirklees Council by the National Award Office.

By signing this agreement the Award Group is agreeing to the terms set out herein.

This agreement is valid for a period of 3 years starting on []

Definitions:

In this agreement the following terms have the following meanings

"the Award Group"	Means the group of people registered to undertake DofE within the organisation with whom this agreement is made
"the DofE Manager"	Means the person appointed by Kirklees Council to manage the operation of the DofE across the Authority
"the Charity"	Means the Duke of Edinburgh's Award, a charity registered under number 1072490, of Gulliver House, Madeira Walk, Windsor Berks SL4 1EU

The Award Group's Obligations

The Award Group will

1. Staffing

- Appoint an award leader who will be the contact between the Award Group and the Operating Authority.
- Ensure that they have sufficient staffing (voluntary or paid) to run Award activities safely.
- Ensure all appointed award leaders attend an 'Introduction to the Award' course offered by the DofE Area Office and follow the Kirklees operating guidelines (see latest version of Operations Manual for DofE Groups.)
- Ensure the award leader attends the required training and updating opportunities, as offered by the Operating Authority and the Charity.
- Ensure the award leader meets with a representative from the Operating Authority as part of the monitoring arrangements of the Award.
- Inform the DofE Manager about any changes in the Award Group leadership and ensure the Operating Authority has up to date contact information at all times.

2. Running the Award

- Comply with the obligations for award holders set out by the Charity, and in particular the rules set out in the current DofE Handbook.
- Ensure that expedition notification forms are correctly completed and sent to the Operating Authority and DofE Expedition Area's if necessary, within the required timescales.
- Bodies that are not part of the Operating Authority must ensure and provide evidence upon request that they have current and adequate public liability insurance cover in place for all aspects of the Award organised by the Award Group (minimum cover of £5million is required).
- Bodies that are not part of the Operating Authority must ensure and provide evidence upon request that each individual participant has current and adequate public liability insurance in place for all aspects of the Award organised by the Award Group (minimum cover of £5million per person is required). This is usually available through Travel Insurance Policies.
- Notify the Operating Authority of any complaints and deal quickly and efficiently with those complaints.
- Notify the Operating Authority of any accidents or damage caused to or by the Participants, the Award Group or any third parties in connection with the Award.

3. Meetings

- Ensure attendance by the award leader (or their nominated representative) at area award leader's meetings.

4. Processing of eDofE accounts/Record Books

- Keep up to date records for all their participants on the eDofE System.
- Ensure that completed Awards sent to the Operating Authority are checked and approved locally either on eDofE or manually for old record books.
- Ensure that non-eDofE completions are notified to Operating Authority by email for processing.

5. Health and Safety Monitoring

- Ensure systems are in place for the Health and Safety of participants and those that support them by following the Operating Authority Educational Visits Guidance. This includes Operating Authority approval that all staff, instructors, supervisors and assessors working for or on behalf of the Award Group are appropriately qualified, experienced and acceptable for their roles
- Submit Expedition details, leaders/volunteers details as required to the Operating Authority
- Ensure that there is adequate insurance cover for all aspects of the Award organised by them and provide up-to-date copies of their policies to the Operating Authority (as stipulated in Section 2 Running the Award)

6. Expeditions

- Process and internally approve all expeditions (practice and qualifying ventures).
- Ensure that approval is authorised by the Head or Chief Operating Officer of the organisation as appropriate.
- Ensure that approval from the Operating Authority is gained of all expeditions in advance.
- Ensure that all expeditions and hazardous activities are carried out in accordance with the Operating Authority Educational Visits Guidance
- Submit all expedition paperwork (EVDofE forms or green forms if applicable) to the Kirklees Council for checking and approval at least 6 weeks before the start of the expedition.

7. Safeguarding

- Abide by the child protection/safe guarding policies and procedures of the Operating Authority or have your own child protection/safe guarding policies in place. Award Leaders should be aware of the DofE Awards section on safe guarding young people and comply with the DofE Code of Behaviour for Leaders and Volunteers.
- Ensure that all staff and volunteers working within your Award Group have had a recent enhanced disclosure check with the Criminal Records Bureau.

8. Access to the Award

- Ensure that the Award is made available to all young people within the Award age range in their group subject to staff availability.
- Ensure that participants have the opportunity to progress and complete their full Awards
- Ensure that Award information is available to any participant, parent/guardian or other interested parties (see www.dofe.org for the latest information)

9. Training

- Ensure that all staff/volunteers undertake the necessary training, as appropriate to maintain the correct level of safety and quality of the Award for all young people in their Award Group.
- Ensure that all Award Group Leaders and staff keep up-to-date with Award policies and procedures.

The Operating Authority Obligations

The Operating Authority will:

10. Meetings

- Plan and organise Award Leader's meetings.
- The DofE Manager or representative will attend all meetings, offering advice and passing on important information.

11. Expeditions

- Process all expedition notification forms received (EVDofE forms or green forms if applicable) and notify those that comply with Operating Authority policies and guidance that are received within the specified time periods.
- On approval of an Expedition, a Local Expedition Number will be sent to you.
- Monitor a random sample of expeditions to ensure that they comply with the expedition requirements.
- Approve all Assessors for qualifying expeditions
- Use reasonable endeavours to provide advice and support on rearranging any expedition that cannot be approved.

12. Processing of Awards

- Issue all eDofE credits and packs and other requested materials within 20 working days (subject to availability from the suppliers).
- Check all eDofE completed records and record books presented to them for an Award and approve accordingly.
- Provide certificates and badges for all participants who successfully complete their Award at bronze and silver level.
- Process gold level awards and GA forms and submit them to the DofE regional office who will arrange palace presentations.

13. Monitoring, Evaluation and Record Keeping

- Arrange to visit, or request information, as part of monitoring the quality of the Award and to ensure that the terms of the operating agreement are being met
- Feedback their findings to the group within 20 working days of the visit taking place.

14. Support & Advice

- Provide the Award Group leader with access to a DofE representative
- Offer meetings for group leaders and staff to attend and ensure DofE staff are in attendance to offer advice, and pass on important information.
- Visit groups and/or provide telephone and email support.
- Provide the group with local publicity and other materials upon request.

15. Training

- Provide an initial visit and ongoing eDofE training and support
- Facilitate the programme of training needed to deliver the award programme, either by direct delivery or by recommending regional and national courses.
- Use the DofE Modular Training Framework to deliver Introduction to the Expedition, Expedition Supervisor and Assessor Accreditation courses and, where possible, provide training materials to be used in the group.
- Suggest suitable training courses and providers and arrange courses with external providers if there is enough demand.

16. Termination

Termination of the Agreement by the Operating Authority

This operating licence is granted to the Award Group on the grounds that both parties adhere to the obligations set out in the Agreement. If the Award Group seriously breaches these obligations, the Operating Authority reserves the right to terminate the agreement immediately. However, where there is a breach which is capable of remedy we will give two months' notice to terminate which would be withdrawn if the breach is remedied within the timescale to the Authority's satisfaction.

I agree to operate The Duke of Edinburgh's Award in my group in accordance with this agreement.

Signed on behalf of the Award Group

Signed:

Print Name:.....

Position:.....

Name of Award Group:.....

Date:.....

Signed on behalf of the Operating Authority

Signed:

Print Name:.....

Position:.....

Date:.....