

Who needs to hold an Expedition Approved Activity Provider Licence?

What is an Expedition Approved Activity Provider?

An Approved Activity Provider (AAP) is an organisation which has been licenced by The Duke of Edinburgh's Award to provide expedition opportunities to participants. The AAP will have satisfied the DofE that their proposed programme of activity will meet and adhere to the sectional requirements of the DofE. Expedition AAPs are able to deliver expedition training, practice expeditions, qualifying expeditions, supervisory staff, accredited Expedition Assessors as well as sign off the section as complete. AAPs cannot deliver the whole DofE programme.

Who can deliver the DofE Expedition section?

The DofE Expedition section must be delivered either directly by:

- A Licensed Organisation (LO) through their LO licence, staff (as defined in the LO licence) and volunteers. Licensed Organisations could include a local authority, a directly licensed centre or a national organisation such as The Scout Association or Air Cadets.
- A licensed Expedition AAP

This ensures that all expeditions are delivered under a DofE licence to ensure quality, consistency and accountability.

Do I need to be an AAP?

Any organisation, provider or individual promoting themselves as able to support or deliver DofE Expeditions must be an AAP. The table below demonstrates different situations where an Expedition AAP licence may or may not be required:

Organisation / Individual description	Yes / No
I run a professional outdoor education organisation providing DofE expeditions to all.	Yes
I run a small expedition organisation delivering overseas expeditions only.	Yes
I'm a freelance outdoor professional who volunteers to run DofE Expeditions for my local group. I am also directly employed by another school to deliver their DofE Expeditions.	No
I have outdoor professional qualifications and help a few local schools with their DofE Expeditions. I am paid for my time and support group supervision, but the LO approved supervisor is in charge of health and safety at all times.	No
I am a freelance outdoor professional who provides DofE Expeditions for a few local schools. I am paid for my work and I am the group supervisor in charge of health and safety rather than the LO.	Yes
My organisation provides kayak, canoes and/or horses to DofE groups and supports the LO with this specific equipment only. The LO staff are the Supervisors in charge of the Expedition groups.	No

Key Points:

- If the organisation or provider is employed to be the Supervisor in **charge of health and safety** for the expedition, or they are **promoting** themselves as able to **support LO delivery** then they will need to be an AAP.

- Where an organisation is simply **providing equipment** to participants or training before the expedition in specific technical skills then the organisation or provider does not need to be an AAP.
- A freelancer delivering expeditions commercially to LOs as a contractor will need to be an AAP. In this case they are paid gross and must declare their income for tax and NI for themselves as a sole trader or as a business. As a sole trader or business they must either hold their own AALA licence as appropriate and insurance up to £5m or have **in writing** permission from the LO to use their licence and insurance.
- At present the DofE is only licensing UK registered organisations as the licence cannot guarantee the quality of provision delivered by organisations based overseas. The DofE does however licence UK based organisations to deliver expeditions in suitable overseas destinations.

Outdoor centres operating under an LO licence

An outdoor centre which is operated by an organisation (such as a Local Authority) that holds an LO licence can gain an Expedition section AAP licence as part of that LO licence. These licences are known as Operating Authority Approved Activity Providers (OA AAPs). By holding an OA AAP licence the outdoor centre will be able to deliver the Expedition section to young people outside of their catchment. Please contact your local Regional / Country DofE office.

I'm a freelance DofE Expedition Assessor...

There is no limit to the number of different AAPs and/or LOs that an individual is able to assess for. It is however important that you are registered with each organisation. You can register to assess for an organisation by completing and submitting an EAAS/12 form. More information can be found by following this link: <http://www.dofe.org/go/eaasregistration/>

How do I become an Expedition AAP?

Complete an Initial Interest Form (available from <http://tinyurl.com/DofEIIIF>) and we will contact you to discuss your proposed programmes. We will then send out the application pack for you to complete.