

Things To Consider When Running The Expedition Section

1. Check and set provisional dates for the Expedition

Look at the school calendar and see what dates are free for expeditions. Try to avoid clashing with other school trips that may mean participants are forced to choose between activities.

2. Pick potential locations for the Expedition

Look at the areas around where groups can carry out their expedition; make sure it meets the requirements of the DofE level they are undertaking in terms of providing the right challenge. Have a look for campsites in the area and check that they take DofE groups as some don't.

3. Book Campsite

Check availability and book campsite. You will need to do a risk assessment for the venue to meet your LO and EVC requirements so check what they need to see.

4. Get your staff team confirmed

Let the staff team know the dates for the expedition and ask for help. Ensure you have the right amount of staff for the amount of participants going dependent on your LO rules and regulations. You will need to check the level of training and expertise of the staff team to ensure you have enough qualified staff to meet your LO's requirements. If there are any gaps in training or refresher training is needed book this is now so that it is in place prior to the expedition.

5. Source an Expedition Assessor for the Qualifying Expedition

This needs to be a DofE Accredited Assessor and cannot be someone who has been involved in the direct training of the participants. If it is an assessor external to the school check that the assessor has registered to assess for the LO (if needed an assessor may have to complete an EAAS12 form to be able to register for your centre) and whether your centre has any set policy on volunteers i.e. volunteer DBS as this will need to be undertaken prior to the expedition so allow enough time for this to come back.



6. Organise Travel Arrangements

Ensure that there are clear travel arrangements in place to cope with the number of participants going. This will either be by booking transport, i.e. minibuses, or ensuring that you have located a clear drop off and pick up point for parents/guardians to use.

7. Kit Inventory

Complete a quick inventory of what kit the centre has and the condition it is in. Consider whether there is enough for all the teams going out. Does any of it need repairing or replacing? If so ensure this is done prior to the expedition costing in case you need to add in some extra cost for the participants.

8. Finalise Costings

Finalise costings for the expedition, factoring in campsite fees, travel costs, and any other expected costs occurred as a result of the expedition.

9. Letters to Parents

Send a letter to the parents of all participants with details of the expedition, the cost (if not already included in enrolment process), and the details of transport. By getting these dates and arrangements out early to parents it is easier to discover which participants are unable to make this date and what teams will be going out. Include a consent form with the letter to ensure all the details are gathered in advance.

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10. Submit paperwork through to the EVC/approval method (as appropriate) for all expeditions

Ensure all details of the trip, risk assessments, number of attendees etc. are submitted to the EVC for approval so that any amendments/adjustments can be made if necessary in a timely manner.

11. Expedition Training for Participants

Undertake expedition training following the DofE framework/guidance. These topics can be covered over a series of lunchtime/after school sessions or over a weekend day. Ensure this is logged on eDofE for all participants who attended using the Expedition Set Up option.

12. Practice Expedition

Undertake the practice expedition.

13. Debrief and Reflect

Consider how the practice expedition went. Is there anything that needs changing prior to the qualifying expedition? Has all the kit been returned in good order? Were any training gaps evident in the participants during the practice? If so, consider putting on a refresher training session. Upload details of the Practice using the Expedition Set Up function on eDofE for all participants who have attended.

14. Route plans and final prep for Qualifying Expedition

A chance for the teams to undertake their route plans, menu plans and project plans for their final qualifying expedition.

15. Pre-Expedition Check

A chance for the assessor to meet the team(s) they are assessing and go through their route choices with them. They can highlight any last minute problems at this stage so allow enough time between this and the qualifying for these to be rectified. A final kit check should take place so that you can be sure the participants have everything they will need.

16. Qualifying Expedition

Undertake the qualifying expedition (Remember to check that all kit is returned after and in good condition).

17. Expedition Presentations

Each group needs a time to prepare and present their presentation from their qualifying expedition. It is best to give participants a clear deadline for this and a slot to present it .

18. Expedition Set Up

Ensure that all the expedition set up fields are completed on eDofE for all participants who have attended.

19. Assessor Reports

Ensure all assessors have submitted assessor's reports for the groups they assessed. Check that the assessor's accreditation number is included in the report.

20. Submit Expedition Section and breathe ...

Once all of the details for every stage of the Expedition section has been completed this section can be submitted. And now you can breathe - Expedition season is now over!

