

MTF FAQs

We hope that you will find the answer you are looking for in this document, however if you need further clarification or have a question that isn't included please contact Tilly in the South West Regional Office on T: 01225 874 354 E: Tilly.Beedell@DofE.org

What does MTF stand for?

MTF = Modular Training Framework. The framework includes all the training courses we deliver in the South West – Introduction to DofE (IttDofE), Expedition Assessor Accreditation Scheme (EAAS) and Expedition Supervisor Training Course (ESTC)

How do I book onto a MTF Training Course?

To search for MTF courses in the South West, please visit <https://www.dofe.org/notice-boards/south-west/training/>

If you can't find a suitable course in the South West, you can search for all MTF courses across the UK on our Opportunity Finder (www.dofe.org.finder) where you can search for courses via type, location, cost etc. Once you have found a course you are interested in, you can apply online using the 'Apply Now' button. You'll then be asked to log-in to your eDofE account (if you have one) or create a new eDofE account. Following the steps and pay for the course in order to secure your place.

Which MTF Training Course should I attend?

IttDofE: The purpose of the IttDofE is to ensure staff involved with DofE at their Licensed Organisation have the basic knowledge and skills to effectively support DofE delivery.

EAAS: The purpose of the EAAS is to prepare, train and accredit Assessors to undertake Expedition assessments.

ESTC: The purpose of the ESTC is to prepare and train those who will be supervising expeditions for their Licensed Organisation.

****Please note:** You will not be an accredited expedition assessor after attending an EAAS course, you must completed a supported assessment within 2 years of the course date.**

Is there anything I need to do before I attend the course?

Yes, before attending any course you must ensure we have received your payment. Your place on a course will not be confirmed until payment has been received. As well as this, you must complete our e-induction module. You only need to complete it once – it will be recorded on your training log. Prior to attending an EAAS you must complete the EAAS Pre-Course learning module, and there is an optional Gold module that only needs to be completed if you are planning to assess at Gold level. All online learning modules can be found here:

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<https://www.edofe.org/elearning> Your place on the course will not be confirmed until we receive payment and you have completed all the relevant e-learning.

I am having an issue with the online learning portal – who should I contact?

If you are having technical issues with the online portal, please contact the eDofE team on eDofE@DofE.org or 01753 727 426

How much do the MTF Training Courses cost and how can I pay?

Our MTF Training Course fees are as follows;

Introduction to DofE: £50.00 (includes Handbook for Leaders)

Expedition Assessor Accreditation Scheme: £65.00 (Includes Accreditation fee)

Expedition Supervisor Training Course: £65.00 (Includes Expedition Guide Handbook)

Once you have chosen a MTF Training Course to book on to, you will be prompted to choose a payment method – the options will be listed. Your booking will not be confirmed until payment has been received.

How do I know when my place has been confirmed?

Once you have applied online via the Opportunity Finder, made payment and complete the relevant e-learning, you will receive an email from Tilly Beedell confirming your place on the course and notifying you of any other information. If you haven't received this confirmation email, you do not have a place on the course.

How long is a MTF Training Course?

Our courses run from 10am – 4pm (please arrive at 9.45am to ensure we start promptly). We will provide refreshments, but we don't provide lunch so please ensure you bring some with you.

What if I can't find a course that works around my schedule?

If you can't find a course in the South West that works for you, you can attend the same training course in a different region, so it's worth checking the Opportunities Finder to see if there is an opportunity to do the same training course in a different location. Alternatively, if you are from a Licensed Organisation please highlight your interest in a particular course to your Operations Officer.

What should I wear to a MTF Training Course?

Please wear something casual and comfortable. Despite our outdoor reputation, walking boots and waterproofs aren't required for our training courses – they are all classroom-based.

What do I need to bring to a MTF training course?

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Please bring a notepad and pen, and some lunch.

What if I don't complete the online learning modules prior to the course?

It is a requirement that you complete the online learning modules before you attend a course – the information given in the modules will help you understand the content of the course so please ensure you give yourself plenty of time to complete the modules. They take less than 30 minutes each.

What is your cancellation policy?

If you are no longer able to attend, please let Tilly Beedell know at the earliest convenience. Cancellations need to be confirmed in writing; the following refunds will apply to cancellations:

Cancellation more than one month before the course date	100% refund
Cancellation 21-31 days before the start of the course	75% refund
Cancellation 11-20 days before the start of the course	50% refund
Cancellation 6-10 days before the start of the course	25% refund
Cancellation within 6 days of the start of the course	No refund

Can I turn up to a training course without booking?

No – you must book onto a course via the Opportunities Finder, make payment, complete the relevant e-learning and receive a confirmation email from Tilly Beedell in order to secure a place. If you haven't received a confirmation email, you do not have a place on the course. If you turn up for a course without your place being confirmed, unfortunately you will be turned away.

Where can I leave feedback on a MTF Training Course I completed?

Shortly after the course you will be sent a follow-up email with a link to a survey monkey questionnaire where you can leave feedback. You can also contact Tilly Beedell on tilly.beedell@dofe.org at any time with feedback or comments.

I can't find the answer to my question on this page – who should I contact?

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