

# Expedition Supervisor Training Course

## Course Director and Tutor application process (guidance notes)

### Background

The Duke of Edinburgh's Award welcomes applications from potential Course Directors and Tutors to deliver Expedition Supervisor training courses (ESTC).

The ESTC provides a training resource for potential or existing Expedition Supervisors.

### What is difference between the role of a Course Director and Tutor?

A Course Director is responsible for planning and delivering the course and ensuring that all of the learning outcomes of the ESTC are met. A Tutor supports the Course Director in achieving this and often takes responsibility for delivering specific sections or aspects of the course.

### Applications

If you meet the criteria below for Course Directors/Tutors then you should complete the Course Director/Tutor application form (MTF/2). This should then be forwarded to the DofE Regional/Country Office for approval, or to DofE Head Office for National Operating Authorities.

### Course Directors

The information below gives the requirements for those who wish to become a Course Director or Tutor.

Licensed Organisations must liaise with their DofE Regional/Country Office/Head Office when looking to appoint Course Directors and Tutors as both of these posts will require tutoring and mentoring skills. Candidates must not be chosen purely on the fact that they hold outdoor qualifications or national governing body qualifications.

Those wishing to become a Course Director will:

- Be an accredited DofE Expedition Assessor, normally at Gold level.
- Have tutored on at least two ESTC courses.
- Have attended an ESTC Course Director/Tutor orientation course.
- Have a detailed working knowledge of the DofE, especially the Expedition section.
- Have recent experience of supervising DofE expeditions.
- Have experience or qualifications in training as approved by the DofE Regional/Country Offices which could include:
  - Attendance at a DofE Train the Trainer course
  - Having a CIPD Certificate in Training Practice
  - Attendance at a Train the Trainer programme run through the Licensed Organisation
  - Having training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office
  - Have been approved through the DofE Regional/Country Office/Head Office.

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In the main Tutors will be identified by Licensed Organisations and by Course Directors. They must fulfil the following criteria prior to delivering the course:

- Be an accredited DofE Expedition Assessor at any level.
- Have attended an ESTC course.
- Have a detailed working knowledge of the DofE, especially the Expedition section.
- Have recent experience of supervising DofE expeditions.
- Have experience or qualifications in training as approved by the DofE Regional/Country DofE Offices which could include:
  - Attendance at a DofE Train the Trainer course
  - Having a CIPD Certificate in Training Practice
  - Attendance at a Train the Trainer programme run through the Licensed Organisation
  - Having training experience and competence which has been approved and verified through the DofE Regional/Country/Head Office
  - Be approved through the DofE Regional/Country Office/Head Office.

Potential Course Directors or Tutors should complete the application form (MTF/2) and submit this to their Licensed Organisation for approval. This should then be forwarded on to the DofE Regional/Country Office for approval, or to DofE Head Office for National Operating Authorities.

## **ESTC orientation course**

The ESTC orientation course for Course Directors and Tutors will allow individuals to become familiar with the course resources, processes, programmes and other support materials.

Each individual attending an Introduction to the DofE orientation course will receive a link to resources enabling them to start delivery. Please contact your DofE Regional/Country/Head Office to attend an orientation course.

## **Quality and monitoring**

It is recognised that the ESTC will require a robust and reliable quality and monitoring system which will ensure consistency of experiences across the UK.

All courses will be monitored from time to time by someone who is also a Course Director. This will be undertaken in a constructive and supportive way, and the outcomes will be recorded and sent to the DofE Head Office.

It is expected that a Course Director/Tutor will carry out at least two courses per year (January – December). This will be monitored and if an individual has not completed a course over a two year period they will be asked to come off the delivery team.