

FAQs – Expedition Assessors Registration Form (EAAS/12)

May 2014

Q: Where can I find the EAAS/12 form?

A: The form is available on the EAAS Registration page: www.DofE.org/eaasregistration. It is also available on the main EAAS training page: www.DofE.org/EAAS You can see the form and an updated description of the route to accreditation.

Q: What is the process for completing the EAAS/12 form?

A: After attending EAAS training and completing a Supported Assessment, Expedition Assessors are accredited (and recredited) with one primary organisation, e.g. through the Local Authority. Normally, this will be the organisation they assess for most frequently, or it might be the one they have been assessing for the longest.

They must then also use the EAAS/12 form to register with any other organisation they wish to assess for. This form is aimed, therefore, at those who assess for multiple organisations. It also applies to those who wish to transfer their registration to a new organisation (e.g. if they move to a different part of the country, having been accredited somewhere else).

Assessors should approach each additional organisation with a copy of the form. Once signed (by the DofE Manager, Assessor Network Coordinator or AAP Manager), it should be forwarded to the Regional/Country Office to be processed. If an organisation decides not to accept the Assessor's registration, they should instead contact the office to discuss this with them.

The registration information will then be recorded on our training database.

Q: What is the main purpose of the *Registration Form*?

A: The purpose of the form is to ensure that:

- every Assessor is registered with every Licensed Organisation/Assessor Network/Approved Activity Provider (LO/AN/AAP), they assess for;
- every LO/AN/AAP takes on responsibility for every adult who assesses for them;
- expeditions can be traced to an accredited and registered Assessor;
- Expedition Assessors have increased flexibility over which organisation they assess for. They can register to assess for multiple organisations, or can transfer their registration to a new one;
- the registration system reduces the numbers of Assessors who are accredited with one organisation, but then avoid checks with another.
- organisations can reject or cancel the registration of Assessors who act improperly, or who do not meet the minimum competencies.

Furthermore, the form is intended to emphasize that:

- LO/AN/AAPs take legal responsibility for an Assessor whilst they are assessing for them;
- LO/AN/AAPs cannot use Expedition Assessors who are not registered with them;
- Assessors will need to be accepted by each organisation they wish to assess for. They must follow any procedures (e.g. a volunteer recruitment process) that they have in place.

Q: Why should Assessors complete the form – what's in it for them?



A: By registering with each organisation they assess for, Expedition Assessors have the security of knowing that the LO/AN/AAP has confirmed their technical competencies, endorsed their safeguarding checks and assumed legal responsibility for them whilst they are assessing expeditions on their behalf.

Q: What does completing the form mean for LO/AN/AAPs?

A: Organisations who use Assessors will normally have established volunteer recruitment policies (in the same way that any other volunteer would be checked by a DofE Centre). This allows them to be satisfied that the adult meets their organisational requirements as a volunteer, as well as the technical requirements of being an Assessor.

Completing the form gives confirmation that they are taking on responsibility for the Assessor whilst they assess expeditions for them. It also confirms that the LO/AN/AAP has endorsed the safeguarding checks and technical competency of the Assessor. Furthermore, it gives the organisation confidence that the Assessor meets any volunteering guidelines or requirements they have in place.

Q: What does 'accepting legal responsibility' for an Assessor mean?

A: The DofE identified a growing need to ensure Licensed Organisations (LOs) take ownership of the Expedition Assessors that they use. Assessors increasingly assess for multiple LOs and may not assess for the organisation they were originally accredited through.

Assessors achieve a DofE training accreditation. However, when they assess for an LO, they are acting on their behalf, not for the DofE itself. The 'legal responsibility' section is to reinforce the message that if LOs use an Expedition Assessor, the LO is responsible for them when assessing. It is the same principle as that of a DofE Leader or Supervisor: they volunteer or work for an LO or its Centres (not the DofE directly) and Expedition Assessors for LOs fall into this category (unless they volunteer for a DofE Assessor Network).

The registration form gives each DofE Manager the opportunity to sign off a potential Assessor as meeting the safeguarding, technical and other responsibilities listed. They have the option to either not sign the form or to 'reject' an Assessor if they don't meet their specific LO appointment requirements (even if they have been accredited by the DofE).

The DofE therefore wants every LO to take full responsibility for each Assessor they intend to use and agree the official endorsement on the reverse page of the EAAS/12. This responsibility means that each LO's insurance and policies (i.e. policies that cover safeguarding, an approval system for staff, equal opportunities and health and safety policies, as checked at licence review) will cover the Assessor and be followed by them when working with participants in their LO. Assessors will then know that the organisation is taking responsibility for them when assessing on their behalf. LOs will also know that they have full information on every Assessor who is acting in their name.

We hope that this form clarifies the relationship the Expedition Assessors should have with Licensed Organisations when they are assessing for them.

Q: What happens if an LO/AN/AAP decides not to complete the form?

A: If an Assessor is not registered with an LO/AN/AAP, they cannot assess expeditions for them. They can, of course, assess expeditions for any other LO/AN/AAP they are registered with.



All Licensed Organisations need to have the ability to decide whether or not an Assessor should be registered with them. In some cases, LO/AN/AAPs may decide that Assessors are not considered suitable or have not been active enough. By deciding not to sign the form (and by then contacting the Regional/Country Office) they have the opportunity to state that an Assessor is not registered with them.

Q: Doesn't accreditation mean a person is endorsed to assess for any organisation?

Q: I've been accredited for many years, doesn't that mean I can assess for anyone across the country?

Q: Doesn't the Assessor ID Badge count as proof they are safe to accredit anywhere?

A: Accreditation indicates a national level of training and means you have reached a certain level of competency to be able to carry out the role of the Expedition Assessor. It does not mean (and has never been intended to mean) that an Assessor can automatically assess for any organisation across the country.

LO/AN/AAPs may have further training or other requirements that need to be met before you can register with them.

Q: Do EAAS Course Directors/Tutors need to check that training delegates are appropriately registered and have completed the form?

A: No. The course administrator just needs to make sure that the EAAS/3 form has the authorising signature from an LO/AN/AAP. The registration form is completed after accreditation or reaccreditation. The process of registering with an LO/AN/AAP should be taught throughout the course under 'next steps'.

Q: My question hasn't been asked here, who should I contact?

A: Further information on the EAAS can be found on: www.DofE.org/EAAS, or talk to your DofE Manager or Regional/Country Office.