WALES ASSESSOR NETWORK ASSESSMENTS:

All qualifying expeditions must be assessed by an accredited assessor and at Gold level this assessor must always be totally independent of the DofE group and not associated with it in any way. The process for requesting a network assessor is:

If you are requesting a network assessor please tick the box on the front of the notification form

and include the voucher code number, submit at least 6 weeks prior to the expedition.

Voucher codes can be purchased on eDofE.org/DofE Essentials/Expedition Assessment Voucher.

Any issues with purchasing these should be addressed to asl@dofe.org, or vouchers can be bought by email from ASL direct (Bronze £55 / Silver £75 / Gold £100).

The Welsh Expedition panel will put a request out to the 100 members on our network, outlining the expedition details.

This process will be repeated until an assessor confirms their availability.

All the paperwork relating to the expedition will be sent to the assessor.

The Welsh Expedition Network will confirm the name of the assessor with the group.

The assessor will get in touch with the group and confirm arrangements.

If the panel fails to find an assessor we will inform the 2 weeks before the expedition date and the voucher code can be saved for another expedition as it is valid for 3 years.

The supervisor will need to provide the assessor with all the final details for the expedition including route cards.

If the Dofe 20 Expedition conditions have been met the Welsh Expedition Network will issue the notification number to the assessor to include in the reports following the expedition.

**FAQs:**

**Can you guarantee to supply a Network Assessor?**

No. All our Assessors are volunteers and therefore whether we can supply an Assessor depends entirely on their availability. Some areas have fewer Assessors available to begin with and this is highlighted [on our website](https://www.dofe.org/leaders/expedition-areas/expedition-areas-scotland/). We will always try to find an Assessor for you, but we can never guarantee it. We can usually supply Assessors for at least 95% of assessment requests in Wales. Any bookings or reservations you make should take account of this, as we cannot accept any liability for any financial losses because a Network Assessor cannot be supplied.

**How much notice must be supplied to arrange a Network Assessor?**

As much as possible - 6 weeks is the minimum, as per the green form instructions.

The Network can be contacted for an early assessment request even before the green form is submitted as long as the dates, number of teams and rough route can be supplied. This should be followed by the green form as soon as possible.

**Our Assessor has dropped out at the last minute, can we request a Network Assessor?**

Yes, but you should be aware that the closer to the expedition the less likely we will be able to find a Network Assessor, as they may all already have commitments.

**How many Network Assessors are available in Wales?**

There are about 100 Network Assessors spread across Wales.

**How many teams can a Network Assessor assess simultaneously?**

This depends on a number of factors including the Assessor’s own preference, access to the expedition routes, and the timing of the different groups. Regardless of the number of Network Assessors used for an assessment the charge is still one Expedition Assessment Voucher per team.

**I haven’t heard from the Network about our expedition, have you found an Assessor for us?**

The Network will contact you as soon as an Assessor is found, so if you haven’t heard then no one has been found as yet. The Network will do everything possible to find an Assessor for you including asking a wider pool of Assessors and seeing if the assessment can be split between several Assessors.

**Do I need to pay any expenses for the Assessor?**

Not directly. All teams requesting assessment by a Network Assessor must supply an Expedition Assessment Voucher code. The money from this is used by DofE to pay the expenses incurred by the Network Assessor on the expedition

**When do I need to buy an Expedition Assessment Voucher?**

Ideally you should present a voucher code when you request the Assessor. If you have not presented a voucher code by the time the Network Assessor has come forward you will not be put in touch with the Assessor until one is supplied.

**How do I buy an Expedition Assessment Voucher?**

Vouchers are bought through the ‘DofE Essentials’ shop [within *e*DofE](https://www.edofe.org/) by DofE Leaders and coordinators. Multiple vouchers can be purchased at once. Any issues with purchasing these should be addressed to asl@dofe.org, and vouchers can be bought by email from ASL (Award Services Limited).

The voucher code that needs to be supplied to the Network will be emailed to the purchaser and will always begin with a ‘V’ e.g. V63CD2188B2CBE9

**I have more than one team being assessed at the same time, how many Expedition Assessment Vouchers do I need to supply?**

One voucher code per team.

**Can the Assessor receive the team’s presentation?**

In principle yes, but it depends on the practicality, so this should always be discussed with the Assessor before the expedition. For example, a written presentation that can be emailed would be suitable for the Assessor to receive anywhere, but if the group are doing a live presentation it may not be practical for the Assessor to be there in person. Network Assessors do not have access to the team’s eDofE accounts so the DofE leader will still need to sign this off on eDofE.

**What if no one is available to assess our expedition?**

Unfortunately it is not always possible for us to find a volunteer to assess all Network Assessment requests. If no one can be found you will be notified by the Network two weeks before the expedition is due to go out. At this stage there are several possibilities;

* finding an accredited Assessor through your Licensed Organisation
* finding an accredited Assessor through an [Approved Activity Provider](https://www.dofe.org/leaders/find-an-aap/)
* postponing the expedition to another date
* using it as an extra practice and scheduling a later qualifying expedition