

## Role: Combined DofE Expedition Supervisor/Assessor

<b>Hours:</b>	Variable (dependent on scale of Licensed Organisation/AAP or Expedition Assessor Network)
<b>Reports to:</b>	DofE/AAP Manager or Assessor Network Co-ordinator
<b>Appointed by:</b>	DofE/AAP Manager or Assessor Network Co-ordinator
<b>Key contacts:</b>	DofE/AAP Manager or Assessor Network Co-ordinator, Expedition Supervisors, DofE Co-ordinators, DofE Leaders

### Summary and main purpose

The role of the Supervisor/Assessor is to ensure the safety of participants whilst on an expedition and maintain the standards of the DofE. This includes ensuring that the 20 Conditions are met by the team..

### The Supervisor/Assessor needs to:

- Complete an appropriate Supervision Plan for the expedition (see page 168 in The Expedition Guide).
- Complete a pre-expedition check (prior to departure and during training, and again on the morning of the expedition).
- Ensure that the 20 Conditions are complied with. Establish a 'contract' with the young people on what is involved and agree to DofE's requirements, behaviour expectations, environmental impact policy and the 20 Conditions. Details can be found in the *Expedition Guide*.
- Discuss with the team how you will be visiting them during the expedition.
- Tell the team it is their expedition so they should not wait for you at checkpoints.
- Discuss and give advice on the team's aim, where appropriate.
- Discuss and examine the detail of the route on the map with the participants. Review alternative routes for foul weather and emergency escapes and the associated consequences of their use including actions to be taken by the team.
- Work out in advance how many visits will be carried out to each group and when. The Supervisor/Assessor has the responsibility for the team's safety and will make contact with the team as and when necessary. As Supervisor/Assessor it is important to get the balance right and to not be tracking a team or making contact at every checkpoint. This is usually an indication of inadequate training, a lack of confidence in the team or little experience of the expedition area.
- Ensure all involved, particularly participants, understand and agree the emergency procedures, deciding the action which would be taken if there was an emergency or unexpected end, through illness or impossible weather conditions.
- Agree with the team the expedition policy on mobile phones (particularly for emergencies), GPS, GPS tracking, personal music, speakers and radios. Please refer to the appropriate chapters in the *Expedition Guide*.

## Meeting with the team

- During the expedition, you should make contact with the team as often as is necessary to ensure that the 20 conditions are being fulfilled, and employ the appropriate levels of supervision. Keep meetings to a minimum and as short as possible, as all meetings represent an intrusion into the team's expedition and undermines their sense of remoteness, self-sufficiency and self-reliance.

## Debrief the team and sign off the expedition

The expedition debrief should:

- Always start by confirming the successful completion of the expedition.
- Draw out overall impressions and achievements.
- Help participants to recognise their learning and personal development as individuals and as a team.
- Remain positive and informal.
- Encourage participants to complete their Award, progress to the next level and stress the value of the DofE on their CV and future endeavours.
- Normally last between 20 and 30 minutes – don't be rushed by waiting parents or minibuses.
- *The Assessor Debrief Notes – Bronze level expeditions* can be used as an aide memoire to ensure participants have the opportunity to reflect on their experience.
- The Expedition section is about developing teamwork, and success is dependent on the whole team completing the expedition. If a team finishes their expedition and meets the 20 conditions, then they have successfully completed their expedition. Supervisor/Assessors can't pick out individual participants as being unsuccessful if they have made it to the end of their expedition. Issues with individual participants need to be resolved during the expedition, not after it.

## Assessor's Report

- At the end of the debrief, the Supervisor/Assessor must provide positive personal feedback to each participant. The Assessor's Report can either be recorded online via [DofE.org/Assessors](https://DofE.org/Assessors) or through eDofE, or by using the Assessor Report cards in the participant's *Welcome Pack*.
- The feedback must be personal, usually several short paragraphs and reflect and capture the memorable and major achievement that a DofE expedition represents. It is never acceptable to simply say 'he/she satisfactorily completed the Expedition section'. Usually, it is a good idea to suggest that they go on and progress to the next DofE Award level.
- In the event of an expedition team not meeting the 20 conditions, the Supervisor/Assessor must clearly inform the team of the decision.
- One of the roles of the Assessor is to confirm that the 20 Conditions of the Expedition section have been met. There is no testing or marking – either the 20 Conditions have been fulfilled or they have not.