

## Briefing on Expedition Assessment Fees

At the beginning of 2009 we announced that we would be introducing a new charging structure for expedition teams whose assessment is carried out by one of our Expedition Assessor Networks (previously Wild Country Panels). These charges were introduced in time for the 2010 Expedition 'season'.

### What is a DofE Expedition Assessor Network?

There is an Expedition Assessor Network for each Wild Country expedition area (previously called Wild Country Panels). They are managed by DofE Directors in Regional/Country offices and consist of an Expedition Co-ordinator and a team of volunteer Network Assessors. For a list of all expedition areas, a map of where they are located and the contact details for the Expedition Coordinators, please see: [www.DofE.org/go/expeditionareas](http://www.DofE.org/go/expeditionareas)

### What are the fees?

- The charges only relate to teams that are going on expedition in one of the DofE's Wild Country expedition areas and using a Network Assessor (see above definition).
- A Bronze Team will pay £30, a Silver Team £45 and a Gold Team £60. This charging structure reflects the amount of time involved at each DofE level, makes a contribution towards associated costs and ensures consistency.
- The charge is per team (not per person or per centre). For example, if a group has two teams requiring an Assessor, two fees are chargeable; and the fee is the same whether there are four or seven young people under assessment in the team.

### Why is the DofE introducing assessment fees?

- Charges have been introduced to enable us to meet the growing cost of reimbursing the out of pocket expenses incurred by our volunteer Assessors, such as travel and car parking. These expenses can vary and the charges will also go some way to supporting the costs incurred by the Charity of administering the Expedition Assessor Networks.
- If you are using an Assessor from outside the Network (i.e. taking one of your own Assessors) these charges will not apply.

### How do I pay for the assessment?

- You will be able to pay for the assessment through the on-line DofE shop. In return for the assessment fee, you will be assigned a voucher code(s) for the appropriate level(s)– Bronze, Silver or Gold.
- Please note: DofE expedition teams/ groups should not be presented with an expenses claim by an Assessor who has been assigned to them by the Network, as they will claim their expenses through the Expedition Co-ordinator of their Expedition Assessor Network.

### What are the terms of purchase?

- More than one voucher code can be bought at once.
- Anyone can purchase an Expedition Assessment.
- The voucher code(s) can be used at any time within 2 years of purchase. There is no refund for voucher codes not used within this time.
- The voucher code can be used for an Expedition Assessment in any of the DofE's Expedition Areas – this does not have to be specified at time of purchase.
- The voucher code can be used by any DofE group – this does not have to be specified at time of purchase.
- Voucher codes generated are unique and traceable to the purchaser so that they can not be used by more than one Expedition team, or falsely created.

### What kind of service can I expect from an Assessor if I pay these fees?

All Expedition Assessors have to be accredited through the DofE Expedition Assessor

Accreditation Scheme (EAAS). This programme provides Expedition Assessors with a clear and consistent understanding of their role and responsibilities and ensures that Assessors are trained to provide a dependable level of service.

There is a consistent framework within which Assessors operate which goes a long way to ensuring the success of the participants.

Assessors have the following key responsibilities:

- Ensure that the aim of the Expedition section is met
- Ensure that the 20 conditions of the Expedition section are fulfilled
- Assist with the safety of the participants, by providing advice regarding the chosen route based on their local knowledge. (However, responsibility for safety and equipment rests with the Supervisor at all times).
- Protect the interests of the DofE, for instance using local knowledge to avoid friction with landowners or overburdened communities.

Assessors follow the seven steps to the assessment process:

- Receive expedition information from the team; make initial contact with the team; carry out a pre-expedition check; meet the team in the expedition area; meet with the team en-route; debrief the team; and receive presentations, if requested.

Assessors also operate in accordance with the following four principles:

- *The expedition belongs to the participants.* They and not the adults involved are responsible for planning the expedition.
- *Any adult intervention is an intrusion into the young peoples' expedition.* Adult intervention is done if it is necessary for safety reasons and to ensure that the 20 conditions are fulfilled. Assessors can offer support and encouragement, but this should be carefully planned and kept to a minimum.
- *There is no pass or fail.* Either the expedition meets the 20 conditions and is successful or it does not.
- *Assessing is about facilitating and confirming success.*

#### **Do I still need to use a Green Form?**

Yes. Whichever Assessor you use, please carry on using the Green Form notification process. The Green Form download from the website has a space to include your voucher code.

#### **For more information**

If you are in doubt, the relevant Co-ordinator for your chosen DofE Assessor Network will be able to answer your queries. Alternatively, please contact South East Region office on 01753-727450 or [southeast@dofe.org](mailto:southeast@dofe.org)

**South East Region 6<sup>th</sup> May 2010**