

**Completion notes**

**Notification form for expeditions in DofE wild country (Green Form)**
(updated May 2019)

**What is the notification form for?**

This form must be used to notify the DofE that you are organising either an unaccompanied practice or a qualifying expedition in one of the DofE’s designated wild country areas as defined in *The Handbook for DofE Leaders* (seventh edition, pp 70-71).

An unaccompanied expedition is one where remote supervision is used at any point, that is, all final practices and qualifying expeditions. Any training where remote supervision is used must also be notified.

**Who needs to be notified?**

The DofE Assessor Network Co-ordinator for the wild country area you are visiting, names and addresses are available at: [www.DofE.org/expeditionareas](http://www.DofE.org/expeditionareas)
In addition a copy must be sent to your Licensed Organisation and their approval received.

**Why?**

Notifications and route details are submitted to Expedition Assessor Networks to:

* Confirm that your proposals, if followed, comply with the 20 conditions of the Expedition section.
* Ask for assessment by the wild country DofE Assessor Network.
* Provide advice based upon local knowledge of the area to assist with the planning of the expedition.
* Help the DofE to monitor, support and encourage responsible use of Britain’s wild places and resolve any issues which might arise.

**What information do you need to provide?**

For qualifying expeditions requesting assessment through the Network you must send the following to the appropriate Assessor Network Co-ordinator:

**At least 6 weeks before your expedition:**

* **A copy** of the notification form (‘Green Form’) per team ***fully completed*** and signed by your DofE Leader/Supervisor.
* **A copy** of theroute outlines (in electronic or paper format). The route outline should be taken from a 1:50,000 OS map and include grid co-ordinates, grid references showing the start, all camp sites, the finish, the location,escape routes and the direction of travel.

**At least 2 weeks before your expedition:**

* Route cards with grid references, daily distances and timings, details of exploratory work, camp site locations and escape routes.
* Notes on the aim of the expedition.

For practice expeditions or for qualifying expeditions where you have arranged your own assessment with an Accredited Assessor the following must be sent to the appropriate Assessor Network Co-ordinator:

**At least 4 weeks before your expedition:**

* **A copy** of the notification form per team fully completed and signed by your DofE Leader/Supervisor.
* **A copy** of route outlines (in electronic or paper format) The route outline should be taken from a 1:50,000 OS map and include grid co-ordinates, grid references showing the start, all camp sites, the finish, the location, escape routes and the direction of travel.

 **At least 2 weeks before your expedition:**

* Route cards with grid references, daily distances and timings, details of exploratory work, camp site locations, and escape routes.
* Notes on the aim of the expedition.

If you are not sending the form electronically, you should send a stamped self-addressed envelope with your notification form.

**What happens once you have submitted your form?**

The Assessor Network Co-ordinator will review the information provided to assess its suitability as a DofE practice or
qualifying expedition.

If you have requested assessment by the Assessor Network and we are able to provide this then you will be notified of the details of your allocated Assessor and they will contact the team or Expedition Supervisor directly.

A charge will be made to each DofE team for assessment by the Assessor Network, which reflects the amount of time involved at each DofE level, makes a contribution towards associated costs and ensures consistency. Please see our website [www.DofE.org/expeditionareas](http://www.DofE.org/expeditionareas)for current costs and method of payment. Expedition Assessment Vouchers can be purchased through the DofE Essentials shop on eDofE.

The Assessor Network Co-ordinator will issue approved qualifying expeditions with a Notification Reference Number which must be entered on the appropriate page in each participant’s eDofE account and/or Assessor’s Report following the successful completion of the expedition.

If you are undertaking a Gold qualifying expedition in the UK, but not in a wild country Assessor Network area, (for example, if you are sailing), then you must submit a Green Form to your DofE Regional/Country Office.

**What else do you need to know?**

Where possible the expedition team will be notified of any access issues or other sensitive local issues known to the DofE, but teams should always negotiate their own access and camp sites.

The Duke of Edinburgh’s Award **cannot accept responsibility for the supervision of the participants**. The suitability of the proposed route for the participants is dependent on their experience, training, equipment, physical fitness and the weather conditions. Approval of the route does not remove the duty of the Licensed Organisation and its representatives to monitor the safety of the participants during the expedition.

**The DofE stresses the seriousness of failure to notify the Assessor Network Co-ordinator of expeditions in a wild country area.  In such cases the expedition will have no standing with the DofE and would not count for a participant’s DofE Award.**

Teams should retain a copy of all information for reference and a copy **must** be sent to the Licensed Organisation. **Separate forms must be used for each team.** Where a proposed route spans more than one expedition area the team must send notification to the Assessor Network Co-ordinator in whose area the majority of the expedition takes place.

If you have an approved variation to the 20 conditions of the Expedition section, then please attach a copy of the signed *variation form* to your Green Form when it is submitted. Further copies of this form are available to download from the DofE’s website: [www.DofE.org/downloads](http://www.DofE.org/downloads)

**Access to private land**

DofE groups are reminded that, unless a statutory right of access exists,the consent of landowners or their agents must be obtained before expeditions enter private land**.** For expeditions in Scotland, teams should notify landowners of their intentions to camp, although permission is not required. Maintaining positive relationships with landowners is important and teams should act responsibly at all times.

**Conditions for notification and assessment**

A Supervisor must be based in the area of the expedition and, while not participating in the expedition, must be readily available and responsible for the welfare and safety of the team(s). Network Assessors are volunteers who willingly undertake to assess expeditions, but they cannot accept other responsibilities. Each member of the team must have satisfactorily completed all the training requirements outlined in *The* *Handbook for DofE Leaders*. The detailed Expedition Training Framework for each level is available at [**www.DofE.org/expedition**](http://www.DofE.org/expedition)

Equipment should be as recommended in the *Expedition Guide* and at [www.DofE.org/shopping](http://www.DofE.org/shopping). It should be suitable for the activity and the environment in which it will be used and conform to current safety standards. It is the DofE Leader's responsibility to ensure that all Licensed Organisation requirements are fulfilled. It is the Licensed Organisation's responsibility to ensure that participants are prepared, adequately equipped and fit in all respects to carry out their expedition.

At the first meeting, prior to the departure on the expedition, each participant must show the Assessor their print out of the appropriate page from eDofE(or *Welcome Pack*)with the sections on preliminary training and practice expedition(s) completed and signed. Each participant should carry with them a copy of a *DofE expedition safety card* available fromwww.DofE.org/expedition

All expeditions must be delivered by staff or volunteers from within the Licensed Organisation, which includes volunteers working in DofE centres, or by an Approved Activity Provider (AAP).

**A copy of this form must be sent to the appropriate DofE Assessor Network Coordinator and your Licensed Organisation and their approval received.**

Before completing this form, **please study the completion notes.** All parts of this form must be completed and any changes must be notified to the Network/Assessor before the expedition.
If handwriting this form, please use BLOCK CAPITALS.

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|  For Network use only – notification reference number:      /       /       /       /       |

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| Notification only [ ]   | Request for Network Assessment [ ]   |
| Licensed Organisation details:        | **Assessment Fee Voucher Cod****e:**       |
|  Expedition details |
| Start Date:    /    /      | End Date:    /    /      |
| **Is this expedition being organised by the LO** [ ]  **or Approved Activity Provider** [ ]  |
| **Name of Approved Activity Provider:**       |
|  |  |
| Name and DofE role of person submitting form:             | Supervisor details (if different from person submitting form) – responsibility for the safety and welfare of the team rests with the Supervisor  |
| Name:       |
| Tel (landline):      Telephone No (Work):  | Tel (home):      Telephone No (Work):       |
| Tel (mobile):       | Tel (mobile):       |
| Email:       | Email:       |
| Emergency contact phone number(s) during expedition: | Emergency contact phone number(s) during expedition (at least one must NOT be a mobile phone): |
|       |       |
|        |        |
|  |  |
| Nature of proposed expedition (please tick): Unaccompanied practice expedition [ ]  Qualifying expedition [ ]  |
| DofE level:  | Bronze [ ]  | Silver [ ]  | Gold [ ]  | Although Bronze & Silver expeditions in wild country are not expressly forbidden, the Gold level Expedition Training Framework must be used. |
| Mode of travel (please tick): |  |
| Walking [ ]  | Cycling [ ]  | Canoe/Kayak [ ]  | Sailing [ ]  | Rowing [ ]  | Horse [ ]  riding [ ]  | **Wheelchair** [ ]  | Other [ ]   |
| If other, please specify here:       |
| If this form is for notification only and the group is providing its own Assessor, please complete the following: |
| Name of Assessor:       |
| Accreditation number:       | Accredited to assess at: Bronze/Silver [ ]  Gold [ ]  |
| Email:       |
| **Contact tel no(s) during the expedition – at least one must NOT be a mobile:** |
|       |

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| **Team members** (Please note – the 8th row (shaded grey) is to be used for modes of travel that include tandem only, e.g. canoe, bike) |
| **Forename** | **Surname** | **Age** (at date of expedition yy/mm) | **Tick if** **being assessed** | ***e*DofE ID Number** | **Dates/areas of practice expedition(s) undertaken**  |
|       |       |    /    |  |       |       |
|       |       |    /    |  |       |       |
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| Aim of expedition:       |

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| Expedition location information  |
|  |  | Hours | Team | Supervisors |
|  | **Day** | **Date** | **Journeying** | **Planned Activity** | **Location and place name** | **Grid Ref** (if available) | **Distance** | **Height gained** | **Location** | **Grid Ref** (if available) |
| **Base** |        |   /  /     |  |  |       |       |  |  |       |       |
| **Start** |       |   /  /     |  |  |       |       |  |  |       |       |
| **Night 1** |       |   /  /     |       |       |       |       |       |       |       |       |
| **Night 2** |        |   /  /     |       |       |       |       |       |       |       |       |
| **Night 3** |        |   /  /     |       |       |       |       |       |       |       |       |
| **Finish** |        |   /  /     |       |       |       |       |       |       |       |       |

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| Declaration (to be signed by the DofE Leader or Supervisor): |
| I have read and accept the guidance notes and conditions for notification and assessment. I confirm that all preliminary training has been successfully completed and that the performance of each member of the team on practice expeditions has been such as to enable me to submit them for this expedition with confidence. Each team member is physically able to undertake the expedition. Please note the data provided on this document will only be used for the purpose outlined at the time of collection. For more information see our [**Privacy Statement**](https://www.dofe.org/privacy-statement/).  **I confirm my Licensed Organisation’s requirements have been fulfilled and approval has been given.** Please tick this box to agree to this declaration: [ ]  |
| Signature or email address if submitting electronically: |       | Date: |    /    /      |

Details for Assessor Network Co-ordinators are available at [www.DofE.org/expeditionareas](http://www.DofE.org/expeditionareas).