



Expedition Assessors Registration Form

Accreditation: Expedition Assessors are accredited through a Licensed Organisation/Assessor Network/ Approved Activity Provider (LO/AN/AAP). Accreditation normally last for five years.

Reaccreditation: Assessors can then apply for reaccreditation, by asking their LO/AN/AAP to sign the Reaccreditation Application Form (EAAS/8). If they assess for more than organisation, they chose a 'primary' LO/AN/AAP to sign their EAAS/8 form. This will normally be the LO/AN/AAP they assess for most frequently (Assessor Network Members must be reaccredited through a Network).

Registration: Once Accredited/Reaccredited, Assessors must also register with any other LO/AN/AAP they intend to assess for (e.g. if they move to a new organisation, or if they wish to assess for multiple organisations). This is to ensure you have been accredited (through your 'primary' LO/AN/AAP) *and* are also registered as an Assessor with every other organisation.

One form must be completed for every additional LO/AN/AAP you wish to assess for.

Assessor details

Mr/Mrs/Miss/Ms First name: _____ Middle name(s): _____

Surname: _____ Date of birth: ____/____/____

Home address: _____

Post code: _____

Home tel: _____ Mobile: _____

Email: _____ eDofE ID No (if applicable): _____

Accreditation Number: _____ Reaccreditation due: ____/____/____

Please now complete either section 1 or section 2.

1: I wish to register with an additional LO/AN/AAP

Tick this box if you are registering as an Assessor with an additional organisation (i.e. not the one you were accredited or reaccredited through).

New LO/AN/AAP: _____ Start date: ____/____/____

2: I wish to transfer to a new LO/AN/AAP

Tick this box if you are no longer Assessing with your accrediting/reaccrediting LO/AN/AAP and are registering as an Assessor with a new organisation.

Current/former Licensed Organisation: _____ Leaving date ____/____/____

Reason for leaving (optional): _____

New LO/AN/AAP: _____ Date: ____/____/____

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Qualifications/experience

List your relevant experience since your last accreditation, to help your LO/AN/AAP decide on your registration.

- Number of assessments (A) or supervisions (S) undertaken each year over the past five years.

	YEAR: 20__		YEAR: 20__		YEAR: 20__		YEAR: 20__		YEAR: 20__	
	(S)	(A)								
Bronze/Silver										
Gold										

- Include any other relevant experience that shows your experience. Suitable examples might be: National Qualifications (e.g. NGB courses– e.g. ML, LLA, BEL, BCU), with dates achieved; First Aid or other relevant training; Other DofE MTF training course or DofE experience (e.g. being a DofE Supervisor); Hillwalking/practical expedition experience.

Now ask your new LO/AN/AAP to complete the following section

Official endorsement

This section must be signed by the new Licensed Organisation's DofE Manager/Assessor Network Co-ordinator/AAP Manager. One form must be completed for each Assessor.

Technical competency

Name of Assessor: _____ I can confirm that he/she fulfils the following requirements
(please tick each box to confirm):

- Has the necessary outdoor experience and/or qualifications to meet the requirements of the Licensed Organisation/ Assessor Network/AAP.
- Has enclosed a passport-size photograph, with their name clearly written on the reverse, or provided an electronic copy. This is optional if the Assessor has previously provided one and their appearance has not changed significantly.

For operating at the following level: Bronze/Silver Gold (includes Bronze/Silver level)

Safeguarding checks:

I can confirm that all the necessary safeguarding checks (including a disclosure undertaken by the relevant national body) according to my Licensed Organisation's or the DofE's safeguarding policies have been undertaken for this person.

Endorsement:

I confirm that I support this Assessor's application for registration and know of no valid reason why they should not assess for our organisation.

I further confirm that I support this Assessor operating within our organisation. Our LO/AN/AAP accepts legal responsibility for the Assessor while they are performing their role with our organisation.

Signature: _____ Date: ____/____/____

Print name: _____

Position: _____

Name of LO/AN/AAP: _____

**Once completed, please forward to your DofE Regional/Country Office to be processed.
AAP Assessors should forward to DofE Head Office.
This form will not be processed if not completed fully.**

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Rejecting or cancelling an Assessor's registration

Even if an Assessor is accredited, registration must always be the clear choice of the organisation using them. The LO/AN/AAP must be prepared for their organisation to be legally responsible for the Assessor and provide them with appropriate support. There may be a number of reasons why the Assessor is not considered to be suitable, or are no longer appropriate to assess for an LO/AN/AAP.

Expedition Assessors must conform to the LO/AN/AAP's policies and be an active Assessor. An Assessor who has not assessed for two years could reasonably be considered inactive unless there are good reasons for this gap. LO/AN/AAPs should contact them to see what the situation is and to see if they want to stay involved.

If there are safeguarding concerns, please refer to the DofE's Safeguarding Officer at the Windsor Office.

If in any doubt, the LO/AN/AAP should not sign this form and instead inform the DofE Regional/Country Office. The Assessor should be sensitively informed of this decision by someone within the LO/AN/AAP.