



HQ Warwickshire & Birmingham Wing  
Air Training Corps  
Cateswell House  
Sir Henry Parkes Road  
Canley, Coventry CV5 6TA

Tel: Coventry (024) 76 854934  
Fax: Coventry (024) 76 854935  
E-mail: whq; warwick@lineone.net  
Wing Website; [www.aircadets-wbw.org](http://www.aircadets-wbw.org)



Please reply to;  
29 Hogarth Close  
Bedworth  
Warwickshire  
CV12 8TL

17 Jan 2009

OC Squadrons  
All Staff on RHQ Adv Trg Register

### **DoE EXPEDITION ASSESSOR ACCREDITATION SCHEME – IMPORTANT NEWS**

1. The Duke of Edinburgh's Award Scheme have decided that all EXPEDITION ASSESSORS will be registered and issued with ID cards and accreditation numbers. This will take effect AT SOME DATE AFTER JAN 2010 – UNSPECIFIED AT THIS MOMENT BUT NOT THAT FAR AWAY!, after which only those assessors with accreditation numbers will be able to sign for assessed expeditions and practice expeditions in record books. Until we are notified of the actual date, all staff can assess as normal, but obviously it is in our interests to get staff with accreditation numbers as soon as we can.

2. Any staff who do not get transferred to the new system by Dec 09, ( and new staff after Dec 09) will have to undertake all the following to get accreditation after Dec 09:

- a. Attend a 2 day Introduction to the DoE Course ( Wing Courses)
- b. Attend an Expedition Assessors Course 1 day ( Wing Course)
- c. Undertake a supervised Expedition assessment – under the supervision of an accredited assessor.

They will then become accredited assessors .

( There will also be a further 2 day course open to staff who have done the above , completion of which would result in the DoE Foundation Certificate).

3. They have agreed to allow the ATC a time period to get some current assessors through the transition scheme and become accredited assessors before 31 Dec 09. This scheme is outlined below. This scheme is for **all current expedition assessors** ( on RHQ list), who have been assessing expeditions for the past 3 years or more. There is a pack to be completed which is quite substantial and would need to be fully completed and sent to Sqn Ldr Coats well before the December deadline. (As such all packs should be with him by end of September 09, to allow for processing by HQAC and DoE before 31 Dec 09.

4. A Covering [letter from Sqn Ldr Helen Gerrish](#) is also included in the pack which gives an outline of the process

The Transition process is :

Step 1. [COMPLETE FORM EAC10](#)

This is 5 page form and requires personal data and details of CRB clearances. (You are all cleared to enhanced level and done by Personnel Security( Army) Secretariat ( Disclosure), and details of Adv Trg experience. You will need to show you have been supervising / assessing expeditions for 3 years minimum. You can ask WHQ for CRB number/date if not known.

Step 2. ACCREDITATION OF PRIOR LEARNING FORM: If you have not attended the 2 day Introduction to the Award Course ( and not many will have), then you need to complete the Accreditation of Prior Learning form. ( All the answers are in the DoE Handbook 6<sup>th</sup> edition, notably pages 3,4,23-27,14-20,5,17and web site). Give details of your DoE Experience and mention any 1 day Wing DoE Conferences attended etc. For the questions simply enter Page ? handbook refers and then 1 or 2 lines on how you have met this experience. Questions 6 - 8 require a very short answer from you based on your experience. Do NOT sign this form.

Step 3. [RECORD OF RECENT ASSESSMENTS FORM](#) ( 2 pages) showing your last 6 expeditions whether as an assessor or supervisor. ( Must be within last 3 years). You do not need to sign this form – that is for either Sqn Ldr Coats or Iles to do – certifying your competence.

Step 4. E – LEARNING MODULE & GET CERTIFICATE Complete a short e-learning module on the DoE web site

[www.dofetraining.org/eaas\\_precourse/content.html](http://www.dofetraining.org/eaas_precourse/content.html)

This is not difficult and at the end you must print out a certificate of completion, and this is submitted with the pack

Step 5. COMPLETE THE [20 CONDITIONS OF ASSESSMENT WORKSHEET](#)  
All 20 points are covered on the Expedition Assessors Course – but the answers are self evident. ( All will be dealt with at Pre Expedition meeting, Green forms, supervising expedition and presentation).

Step 6 OBTAIN PASSPORT SIZED PHOTOGRAPH and submit with your pack. You are not required to pay the £5.00 quoted this is being paid by HQAC.

5. When your pack is received, Sqn Ldr's Coats & Iles will meet and sign up various sections and then the pack will be forwarded to the Corps DoE Development Officer for transmission to DoE HQ. When authorised the candidate will receive a certificate and ID card and Accreditation number. Packs are to be returned asap hopefully by end Sept 09.

6. Initially all staff currently on the Adv Trg register will have a pack sent to them via WHQ. All OC's will have a copy of this letter only for their information. A copy of all the forms will be available on the Wing web site but they must be printed off and hard copy posted to Sqn Ldr Coats as your signature ( and others) is required. Email versions of the pack are available on request for completion. ( Is easier to type on the forms and then print!). Any queries please contact Sqn Ldr Coats on 02476 491655 or via email B@bcoats.freeserve.co.uk

***Original Signed***

B Coats  
Sqn Ldr  
Wg DoE Off

Copy to: OC Wing WSO's