

Kent Scouts – DofE Expedition Events – Supervisor/Assessor Checklist

<p style="text-align: center;"><u>Evening before Expedition – Pre-checks</u></p> <p>Supervisor – put team information for basecamp and Assessor (permission forms, route cards, visual routes, menu) in the basecamp folder – pitch tent. Assessor – pitch tent – collect Assessor pack & assessment sheet from basecamp box – liaise with Supervisor to find any relevant information. Check visual routes and route cards – brief teams on safety points. Check route cards for each day – grid ref, location, direction, timing (legs & day total), description, escape routes. Ensure not more than 10% on road – Team to rectify problems if found. Allocate checkpoints (3to5 depending on team and level). Link these with the end of leg times the team planned – they should be sticking to them. Check safety cards and issue your contact information to team, base & supervisor - Check event passport if appropriate Explain safety and checkpoint tag information - Issue Check Point Tags (CPT) – or trackers if being used. Complete information on Assessment sheet and explain it to team</p>	<p style="text-align: center;"><u>Subsequent Days</u></p> <p>Meet team – observe breakfast, packing up – check general health, welfare, medical Confirm route, tracker information and CPTs Check site for cleanliness <u>Team set out</u> Supply water as needed – collect CPT – meet team at least once – text base with updates – update assessor sheet as you go.</p> <p><u>If not last day</u> Meet team at campsite – observe camp craft cooking, teamwork, moral – sort CPT for the following day.</p>
<p style="text-align: center;"><u>Day 1 – Checks</u></p> <p>Observe team cooking breakfast (not assessed), packing tent, equipment, urgency, logical order. Site cleanliness, teamwork, moral, motivation. <u>Check groups shared equipment</u> Tent – broken down and shared equally – cooker, fuel and pots shared and clean – maps, compasses, map case, route cards – food (no tins, glass, refrigerated) – matches waterproof <u>Check Individual equipment</u> First aid kit, appropriate & in date – 2litre water – clothing & waterproofs – sleeping bag – emergency rations (sealed) – emergency phone (sealed) – weigh(ask) not more than +25% with rucksack – question on map & compass skills – country code, field & road walking – emergency procedures – CPT displayed correctly – tracker information. <u>Team set out on day 1</u> Collect CPT – supply water if needed – text base with team updates – meet team at least once – update assessor sheet as you go. Meet team at campsite – observe camp craft cooking, teamwork, moral – sort CPT for the following day.</p>	<p style="text-align: center;"><u>On last day of Expedition</u></p> <p>Meet team at finish - Return any loaned equipment</p> <p><u>Debrief – make notes for assessor report (if assessed)</u> Listen to individual and team feedback Discuss what they did and didn't enjoy Any poor preparation points Explain where weak or poor performance elements could be improved upon (note these on assessor sheet for supervisor if a practice) Always finish with positive and complimentary comments even if team not completed successfully.</p> <p><u>Assessor Reports</u> Qualifying – complete written assessor report or complete online at www.dofe.org/assessor (you will need eDofE numbers) Practice – ensure all advisory points on Assessor Report and hand to supervisor – team can upload this as the evidence they have completed a practice (even if more practice advised) Clear away site – pack away Base Camp kit – when all young people you are assessing/supervising have departed and base clear – go home to relax.</p>