

**ADMINISTRATION INSTRUCTION FOR
GOLD DUKE OF EDINBURGH'S AWARD OPEN CANOEING TRAINING AND
ASSESSMENT FOR ACADEMIC YEAR 07/08**

GENERAL

1 The weeks training package is aimed at equipping the participants with the skills to undergo a water based Gold practice expedition of four days and three nights in Canadian style canoes, in pairs. Following successful completion the participants will go on to complete a self sufficient assessment expedition by canoe with a much reduced level of supervision.

AIM

2. The aim of this instruction is to outline all the necessary detail to ensure a successful training and assessment venture.

TRAINING GOALS

3. To achieve the requirements of the Duke of Edinburgh award schemes paddle ventures training syllabus, both theory and practical, including strokes and rescues. Further details of this can be found on the Award website under the Expeditions section. In addition the participants will develop teamwork, communication and organisational skills necessary for a successful venture.

THE AWARD ETHOS

4. The award seeks to develop the following as brief example:

'At each level, the Award Programme demands more time and an increasing degree of commitment and responsibility from the participant.'

Taken from the award website www.theaward.org

PRACTICE & ASSESSMENT EXPEDITIONS

5. The practice expedition will depart Oswestry School for Pates Grammar School, Cheltenham at 0830 on Monday 7th April 2008 returning on Friday 11th April 2008 no later than 1930. The Assessment Expedition will take place along the Caledonian Canal in Scotland from Fort William to Inverness and will depart on Wednesday 25th June 2008 returning on Monday 30th June 2008, this allows two days travelling either side of the four day expedition.

LOG BOOKS & PERSONAL ADMINISTRATION AND RECORD KEEPING

6. All participants are responsible for recording their training activities in the relevant section of their log book. Mr Woodall (see below) will sign off all successful participants on completion of the training goals. It is the participant's responsibility to ensure that the logbook is completed to the required standard prior to departure on the assessment expedition. It is also the participant's responsibility to maintain custody of their log book and prevent it from becoming wet on any of the practical activities. Logbooks must be taken to both the training and assessment ventures.

PROJECT WORK

7. Following training, the group are to select an appropriate and measurable purpose for the assessment expedition, and present their idea to the undersigned at a time to be confirmed in the week following the expedition. Time will be tight so participants will need to be organised with regard to this element. This requirement is a continuation of the standards presented at Bronze level.

PUPIL/INSTRUCTOR RATIO

8. This will follow national governing body guidelines and is set at one instructor for eight boats.

STAFF QUALIFICATIONS

9. The lead instructor is Mr N Woodall. He holds BCU Level Three Canoe Coach and is working towards the Level Four Award; he also holds the BCU Level Three Kayak Coach Award, and is very experienced in both the ethos of the D of E Award and the mode of travel due to his being a registered wild country assessor for the award.

10. The assistant coach is Miss D Lee who is a Level Two Canoe Coach, and is also experienced in the ethos of the award and the mode of travel. She too is working towards the Level 3 Coach award and holds the Level 2 Kayak coach award.

SCHOOL STAFF REPRESENTATION

11. The school will be represented by the following:

Mrs K Lentik

FEMALE COVER

12. Mrs K Lentik will act as female cover for the duration.

RISK ASSESSMENTS

13. Risk Assessments for the activity will be submitted to the schools Educational Visits Co-ordinator (EVC). Copies can be obtained directly from the undersigned they cover travel to the venue, all paddling activities, and Poolside Activities.

REPATRIATION IN EVENT OF INJURY/ILLNESS

14. Should a pupil become injured or sick, parents may be requested to assist in the repatriation back to school or home. In the event of serious injury, local emergency services will be called upon.

HOME CONTACT DETAILS

15. Any changes in contact details must be forward to the undersigned as a matter of priority.

MEDICAL

16. Any changes in medical conditions must be forward to the undersigned as a matter of priority. Pupils with medication must be responsible to self administer. In the event of Asthma, the inhaler must be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on the water.

CANCELLATION/POSTPONEMENT

17. The training week maybe cancelled/postponed at any time prior to departure on the water in case of instructor illness, excessive water levels, extreme and hazardous weather or any other perceived risk deemed to be unacceptable by the instructor at the time. Continual hazard assessment and evaluation will be made by the instructor throughout the activity. A poolside training package maybe considered as an alternative.

INSURANCE

18. Members of Oswestry School are covered under the schools' insurance policy. Additional information can be sought from the Bursary. The Award Scheme also offers a limited level of additional insurance. Details can be seen in the 'Parents Area' on the Award Scheme website www.theaward.org.

NON ATTENDANCE

19. Non attendance on the activity will preclude the student from participating in the practice and assessment activity, and may jeopardise the groups continuation unless a replacement maybe found.

PARENTAL CONSENT

20. Parental consent for participation in the Award Scheme and associated activities has already been sought. Addition consent is not required.

STAFF CONTACT DETAILS

21. All contact should be directed through Mr A Othen who is available during either event. The mobile telephone number is for emergencies only (07852 170597).

PROTECTIVE EQUIPMENT

22. The following Protective equipment will be provided by Pates Grammar School:

- 15 x PFDs (Personnal flotation device)
- 15 x Cags
- 15 Helmets

GROUP EQUIPMENT

23. The following group equipment will be provided by Pates Grammar School:

- 1 x Canoe Trainer & Landrover
- 6 x 16ft Open Canadian Canoes (inc air bags)
- 18 x Paddles
- 8 x Throw Lines
- Repair Kit
- 1 x Emergency Shelter
- 1 x Group First Aid Kit

PERSONAL EQUIPMENT & CLOTHING

24. Participants need to supply the following:

- Trainers or Wellington Boots
- Warm Hat
- Base Layer & Fleece
- Towel
- Swimming Costume/Shorts/T shirt for pool work
- Complete change of clothes
- Warm drink/flask
- Lunch & snacks

CHANGING

25. The group will use suitable venues which facilitate changing either at the site or prior to departure or return.

STORE OPENING TIMES

26. The store will be open for equipment at 0800 on the date of departure for the training week.

FEEDING

27. Participants are responsible for supplying their own food.

WATER

28. Participants are responsible for supplying their own refreshments. It will be attempted to supply hot drinks when appropriate.

VENUE & WASHING FACILITIES

29. The group will work out of Pates Grammar School Outdoor Pursuits Centre in Cheltenham. Participants will need to supply a sleeping bag when in the centre.

VENUE

30. The following venues will be used.
Training week– Areas in the Cheltenham/Brecon area.
Assessment – Caledonian canal from Fort William to Inverness.

TRANSPORT

31. Parents are kindly requested to drop off and pick up students at the beginning and end of the training and assessment weeks.

TIMINGS

32. Students are requested to assemble at 0800 at Oswestry School on Monday 7th April 2008. Return will be by 1930 at Oswestry School on Friday 11th March 2008. The assessment expedition will leave school at 1000 on Wednesday 25th June 2008 and will return by 1530 on Monday 30th June 2008.

GROUP MEMBERS & GROUP SIZES

33. Oswestry School has a team of four students as follows:

Anna James
Hannah Bick
Joshua Austin
Ben Draper

Pates Grammar School has a group of four students. Both groups will be taught concurrently with the aim of making a joint group.

MORE INFORMATION

34. Additional information regarding the award scheme in general can be found on the Award website www.theaward.org. Please refer specific questions regarding the training package and the assessment to myself at the number heading this instruction.

PHOTOGRAPHY & THE MEDIA

35. Photographs from the training weekend maybe used in School Publications & Literature, and indeed the pupils own project material & displays. If you do not wish your child to feature in any such material, please inform the undersigned in writing, and the groups will be consulted on the restrictions on taking photographs.

SUMMARY

36. This is the first time that a group has undertaken a canoe expedition at Gold level and also the first time that a group has travelled the Caledonian Canal. It promises to be extremely rewarding and an experience that will stay in the participant's memories. Although all equipment and instruction is provided, it should be remembered that it is the participants award; and they should take ownership of the preparation and subsequent ventures if they are to gain the benefit that underpins the ethos of the Duke of Edinburgh's Award.

Alistair Othen
Duke of Edinburgh's Award Officer for Oswestry School

Distribution:

All Parents/Guardians of participants
HM
Head of Outdoor Education Pates Grammar School
Miss D Lee
Mrs K Lentik
Both School EVC