

**ADMINISTRATION INSTRUCTION FOR
GOLD DUKE OF EDINBURGH'S AWARD WALKING 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 land based Gold practice expedition of three days and two nights in wild country. Following successful completion the participants will go on to complete a self sufficient assessment expedition by foot 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 training syllabus, both theory and practical, including navigation 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 a 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 North Wales, at 0830 on Saturday 15th March 2008 returning on Thursday 20th March 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 Kelsall or Miss Lee (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 JSP 419 and is set at one instructor per seven participants.

STAFF QUALIFICATIONS

9. The lead instructor is Mr P Kelsall. He holds the European Mountain Leader and Winter Mountain Leader Awards. He is very experienced in both the ethos of the D of E Award and the mode of travel having walked, mountaineered and trekked extensively around the UK and also the European Alps.

10. The assistant instructor is Miss D Lee who is a free lance instructor who holds the Summer Mountain Leader and has undertaken the Winter Mountain Leader training element. She has previously worked for Plas Y Brenin, the National Mountain Centre, and too this end is very experienced in mountaineering through her work and passion for mountaineering.

SCHOOL STAFF REPRESENTATION

11. The school will be represented by the following who is working with the sea kayak group:

Mr A Othen

FEMALE COVER

12. Miss D Lee will act as female cover for the duration who is working with the walking groups.

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 and all 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 ventures.

CANCELLATION/POSTPONEMENT

17. The training week maybe cancelled/postponed at any time prior to departure in case of instructor illness, extreme and hazardous weather or any other perceived risk deemed to be unacceptable by the instructors at the time. Continual hazard assessment and evaluation will be made by the instructor throughout the activity.

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 assessment activity, and may jeopardise the groups continuation unless a replacement can be found.

PARENTAL CONSENT

20. Parental consent for participation in the Award Scheme and associated activities has already been sought. Additional 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). The camp can be contacted on 01690 720291 for general messages which should be left for Captain Alistair Othen, Oswestry School CCF.

PROTECTIVE EQUIPMENT

22. The following Protective equipment will be provided by School (although supply is limited):

- Waterproof Jackets and Trousers
- Tents
- Sleeping Bags
- Sleeping Mats
- Rucksacks
- Compasses

GROUP EQUIPMENT

23. The following group equipment will be provided:

- First Aid Kits
- Group Shelters
- Cooking Equipment
- Maps

PERSONAL EQUIPMENT & CLOTHING

24. Participants need to supply the following:

- Boots
- Trainers
- Warm Hat
- Base Layer & Fleece
- Waterproofs if you have them
- Towel
- Clothes for classroom work
- Complete change of clothes
- Warm drink/flask
- Lunch & snacks

STORE OPENING TIMES

25. The store will be open for equipment at 1300 on the Wednesday prior to departure for the training week.

FEEDING

26. Participants are responsible for supplying their own food for the expedition element, a visit to a local supermarket will allow for this during the practice. Similarly participants can buy additional food prior to departure during the assessment but should have the vast majority packed before departure to Scotland.

WATER

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

VENUE & WASHING FACILITIES

28. The group will work out of Capel Curig Training Camp in North Wales. It is well equipped with beds, toilet and shower facilities. It should be noted that participants will undertake a 3 day 2 night expedition during the training package using campsites.

VENUE

29. The following venues will be used.
Training week– Areas in North Wales.
Assessment – The Great Glen in Scotland.

TRANSPORT

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

TIMINGS

31. Students are requested to assemble at 0800 at Oswestry School on Saturday 15th March 2008. Return will be no later than 1930 at Oswestry School on Thursday 20th 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

32. Oswestry School has two teams of students which will be split into groups of no less than 4 and no more than 7.

MORE INFORMATION

33. 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

34. Photographs from the training weekend may be 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

35. This is the first time that a group has undertaken an expedition in Scotland and also the first time that groups have simultaneously undertaken Canoeing, Sea Kayaking and Foot journeys through the Great Glen. It promises to be extremely rewarding and an experience that will stay in the participant's memories. Although essential 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
Mr P Kelsall
Miss D Lee
School EVC
Home Contact