



Expedition Training, Practice & Assessment - HCC Guidelines for Approval

Please refer to the appropriate section below which applies to your venture and follow all guidelines. This applies to both [hard copy](#) or [Evolve](#) forms, unless stated otherwise.

Training – Day Walks

Submit approval forms 4-6 weeks before venture* and they must:

- Be completed in full with names of staff.
- Have appropriate staff qualifications and ratios for terrain e.g. Bronze/Silver/Gold Trainer, with 1 HCC registered Trainer to a maximum of 12 Participants
- Have 2 base contacts (who cannot be an anyone on the trip's family member and must include a landline)
- Detail the activities and type e.g. DofE Bronze/Silver/Gold
 - this will include names of areas, with copies of route maps
For New Forest training, we only need details and grid references of their start and finish point and rough route, e.g. "circular day walk - Wilverley Plain from Car Park at GR 123456".
- *For Hard copies* – Have the signature of the Head of establishment e.g. head teacher in the 1st approval box before submitting

Practice Expeditions

Submit approval forms 4-6 weeks before venture* and they must:

- Be completed in full with names of staff. For mixed groups it is best practise that both male and female staff are present for the duration
- Have appropriate staff qualifications and ratios for terrain e.g. Bronze/Silver/Gold Trainer, with 1 HCC registered Trainer per Expedition Team (4-7 Participants)
- Have 2 base contacts (who cannot be an anyone on the trip's family member and must include landlines)
- Detail the activities and type e.g. DofE Bronze/Silver/Gold
 - this will include number of Teams, names of campsites/areas, with copies of route maps
- *For Hard copies* – Have the signature of the Head of establishment e.g. head teacher in the 1st approval box before submitting

Assessed/Qualifying Expeditions

Submit approval form 4-6 weeks before venture* and they must follow the guidelines for Practice Expeditions, but also include:

- Aims of the Expedition Team(s)
- The Green Form below if in 'Wild Country' (please see 'In Addition' section below)

Please note: *All Assessed/Qualifying Expeditions must be assessed by a nationally Accredited Assessor and their ID number must be entered clearly into the correct field of each Participant's eDofE Expedition Section.*

In Addition - Is your Expedition...

In Wild Country (mountainous/hill terrain)?

For a full list of these areas please see the national DofE Expedition Area page**, this does include Dartmoor and Exmoor for Silver Expeditions

Therefore:

- **Green Forms** must be submitted to the relevant Expedition Panel if the route goes into Wild Country for either Practice or Assessed Expeditions
- Submission of the **Green Form** must be at least 6 weeks in advance and a copy must accompany your Approval submission to the HCC DofE office*
- Please find this form and full instructions on the national DofE website ***

An Overseas Venture?

- For all overseas ventures at all Award Levels you need to complete and submit a **Blue Form**.
- This needs to be submitted to the HCC DofE Office* 12 weeks before the Expedition start date, as this also needs approval by the South East DofE Regional office.
- Please find this form and full instructions on the national DofE website ***

In the Peak District?

- All Expeditions in the Peak District require a **Red Form**
- Submission of the **Red Form** must be at least 6 weeks in advance to the Peak District Assessor Network** and a copy must accompany your Approval submission to the HCC DofE office*
- Please find this form and full instructions on the national DofE website ***

In the New Forest?

- You can camp “wild” at certain places in the New Forest. This is only allowed for DofE Groups and up to only 2 Teams at one campsite. You need to apply for a **permit 6 weeks** beforehand to camp****
- Requests for Expedition Assessors need to be sent to the New Forest Expedition Assessor Network with at least 8 weeks notice. For more information see <http://www.newforestean.org.uk/>

* if hard copy: HCC DofE Office, Four Chimneys, Winton Close, Winchester, SO22 6AB
Email: dofe@hants.gov.uk

** <http://www.dofe.org/go/expeditionareas/>

*** <http://www.dofe.org/en/content/cms/leaders/resources-download/expedition-downloads/>

**** <http://www3.hants.gov.uk/dofe-resources.htm>