

ADVENTUROUS JOURNEY ASSESSOR/SUPERVISOR CHECKLIST

The aim of this document is to give you some clear pointers as to the level of assessment required for Duke of Edinburgh's Hillary Award Adventurous Journeys. The information here should be read and understood by all Supervisors or Assessors of DofEHA groups.

It is especially important that any Assessors/Supervisors who are not your usual staff or volunteers, familiarise themselves with the contents of this document. Usually we would expect that this checklist is given to such people at the beginning of your contact with them to ensure that they are fully aware to what they are committing themselves.

The 2012 version of the Adventurous Journey Approval Form (this is found in The Award Leaders' Kit and can also be downloaded from our website) requires you to declare that the Assessor/Supervisor has received this checklist. **Earlier versions of the Approval Form will no longer be accepted.**

Before the group leaves:

It is essential that the group meets their Assessor/Supervisor team **before** embarking on their Journey and in this case "before" means a matter of days or weeks, preferably during the planning stages. We do understand that sometimes a change of Assessor may occur for unforeseen reasons immediately before the trip. In this instance we would advise re-scheduling the trip if at all possible but in any case, making sure that the replacement Assessor has time to read this document, meet the group, thoroughly go over their plans and do a kit check before setting out on the Journey.

It is not good practice for the group and the Assessor/Supervisor to meet for the first time in the car park on day 1 of the Journey.

The following items must be checked by the Assessor/Supervisor as far in advance of the actual Journey as possible for each participant:

| | Tick Box |
|-----------------------------------------------------|----------|
| Training Pages signed | |
| Practice Ventures completed and signed | |
| Route conforms to Award requirements | |
| Participants conform to Award requirements | |
| If Gold Qualifier, has Approval Number been issued? | |
| Medical, consent and contact details supplied | |
| Kit check | |

All the above must be ticked off for each member before they can be allowed to start the Journey. If there are group members who are not Duke of Edinburgh's Hillary Award participants, the boxes can be ticked if they have provided evidence of prior experience/knowledge that would bring them to the relevant Award standard.

Those who lack the necessary prior experience/knowledge should not be part of the group.

On The Expedition:

Below are some pointers as to what an Assessor is looking for when assessing a Qualifying Journey.

| | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <p>Group Dynamics OK? How are the group roles managed? Does the group support the weaker members? Is leadership shared amongst the group? Are all group members communicating openly? Is each individual contributing to the group endeavour? (Individual members may have a range of strengths that contribute to the whole).</p> | |
| <p>Navigationally Competent? You may stop the group at random points and ask them to show where they are on the map and demonstrate which pieces of available evidence support this. Do they have a reasonable understanding of how long each section of the route will take? Do they plan their start time to arrive in camp before dark?</p> | |
| <p>Environmental Code Observed? Be especially interested in water care, disposal of food scraps and closing gates.</p> | |
| <p>Camp Craft up to Standard? No-trace camping is desirable but at the very least there should be no food scraps or litter left behind. Are the tents erected correctly according to expected conditions? Is stove safety adequate? Is hut etiquette observed? Is hut book completed? Are adequate standards of hygiene being maintained?</p> | |
| <p>Substantial Meal Cooked Each Day? The definition of "Substantial" varies between individuals but a COOKED meal is essential.</p> | |
| <p>Explorations. Are research project and methods employed of an adequate standard? Gold exploration groups should spend half the planned hours of activity on investigatory work. Exploration groups should have a pre-planned set of activities for each day of the trip.</p> | |

Notes to Assist You

Relocation: Going off route isn't necessarily a failure provided the group can get back on track without outside help.

Effort: Effort equals reward. If a group finds it hard going and moans and complains the whole way round, this is not grounds for failure. Adventurous Journeys are hard work and some will really struggle but still get through it.

Timing: Not getting to waypoints at the predicted time is a common occurrence and all part of the learning curve to be experienced on a qualifier. The Assessor must be satisfied that the group's performance will not put them in any danger and may abort the trip if concerned about the group's ability to cope with the conditions.

Pass/Fail: Is done as a group. An individual cannot fail if the group has passed, likewise an individual cannot pass if the whole group fails.

Aborted Trips & Revision of plans in the field: All group plans should include a bad weather/emergency alternative – either the entire route or part of the route. If an alternative is used due to conditions the group can still pass. If the group has to 'bail out' and cancel the trip half way through they will not be deemed to have completed the Journey and questions might need to be asked about the group's preparation, route planning and observance of weather forecasts.

It is acceptable, if unforeseen conditions cause the original Journey to be aborted, to regroup and undertake an Exploration type project for the remainder of the time planned for the tramp. This could involve talking to the local DOC Rangers about how they forecast bad weather, what procedures they have for notifying people who either are about to go out in the area or contacting those who are already out. A project could be produced outlining Search and Rescue procedures and other emergency management systems for the area.

The participants could do some safer Journeying in the area and end up with some research that could be useful to other groups and their risk management plans.

Where ventures have to be modified, Assessors/Supervisors will determine whether what was actually undertaken satisfies Award requirements on the basis of:

1. Did each participant make a genuine effort?
2. Did what was achieved meet the intent of The Award? (refer Award Handbook)

The Assessor may also contact National Office to discuss their alternative plans (whilst out on the trip) on 027 230 8868 (Andy) at any time of day or night if they wish to get approval before implementing them.

Intervention: An Assessor or Supervisor may intervene on the grounds of safety if the group is about to do something life threatening, eg attempting to cross a river that is way too dangerous, continuing in the dark on unsafe ground or a group member has developed medical issues and no-one has noticed.

Under these circumstances some discussion may be necessary to decide if the intervention was due to the group being incompetent or just inexperienced. It is OK to have an element of learning in a qualifier scenario but the Assessor should be experienced enough to know if the incident was one the group could be reasonably expected to identify and avoid.

Dealing with circumstances never before encountered in real life may require Assessor input if the consequences of failure or incorrect action are life-threatening.

Training: The training course should empower the group to cope on their own with a variety of scenarios in varying conditions. Bearing in mind the isolation of many NZ walking tracks, the ability to predict, prepare for and deal with situations, is of paramount importance. First Aid training should be of a high standard and the participants should have a large input into the Risk Assessment process.