**Centre Checklist**

Enrol Participants

Participants Enrolment Form

Letter to Parents

Order Participant Places via DofE Moray

DofE Enrolment Fee (paid via Moray Council On-Line shop)

Create Participants on DofE

Setting up eDofE

Introduce Participants to eDofE (lots of U-Tube clips on DofE.org)

Set up session with Participants

Check Participants have received their Welcome Packs

Section Programme Planning session (Programme Ideas list on DofE)

Hand out Sectional Logs

Expedition Training

First aid and emergency procedures

Awareness of risk and hazards (Make them aware of the exped risk assessment)

Navigation and route planning

Campcraft and equipment

Food and cooking (Ensure Participants generate Meal Plans)

Countryside, highway and water code.

Teambuilding

Proficiency in the mode of travel

Expedition Aims and Requirements

Establish Expedition Aims

Check if Participants have access to individual kit

Set up Expedition Section on eDofE

Practice Expedition

Confirm Supervisor availability and qualifications

Ensure sufficient Support Staff available

Route Planning (including supervisor’s recce of route)

Participants to plan route and create route cards

Review Generic Risk Assessment and amend if required

Contact Land Owners and Book Campsites (if required)

Evolve Notification (minimum of 4 weeks ahead of expedition)

Send out Notification Letter to Parents/Carers

Send out Parental Consent Forms

Establish Group Kit Requirements

Request Group Kit from DofE Moray (if required)

Ensure Evolve has been approved

(2 weeks before expedition)

Collect Consent Forms and Expedition Fee (2 weeks before expedition)

Consult Head of Establishment reference Base Contact Plan

Hand out Group Kit (1 week before expedition)

Hand out Expedition Safety Cards

Supervisor’s Kit Inspection at Centre (1 week before expedition)

Expedition Supervisor’s Pack Up

Copies of Consent Forms

Risk Assessment

Copies of Participants Maps and Route Cards

Copies of Base Contact Forms

Contact Details (for Participants, Parents, Assessor and Base Contact)

Supervision plan

Assessor’s plan

Pre Expedition

Supervisor’s Kit Check before leaving start point on Day 1

Post Expedition

Collect Group Kit – ensure serviceable, clean and dry

Review expedition – Do participants need further training or practice

Return any Loaned Kit to DofE Moray – ensure serviceable, clean and dry

Qualifying Expedition

Confirm Supervisor availability and qualifications

Confirm Assessor availability and qualifications

Ensure sufficient Support Staff available

Route Planning (including supervisor’s recce of route)

Brief on the Expedition Requirements

Participants to plan route and create route cards

Review Generic Risk Assessment and amend if required

Contact Land Owners and Book Campsites (if required)

Evolve Notification (minimum of 4 weeks ahead of expedition)

Send out Notification Letter to Parents/Carers

Send out Parental Consent Forms

Check Group Kit Requirements

Request Group Kit Requirements from DofE Moray (if required)

Ensure Evolve and Green Form have been approved

(2 weeks before expedition)

Collect Consent Forms (2 weeks before expedition)

Consult Head of Establishment reference Base Contact Plan

Hand out Group Kit (1 week before expedition)

Hand out Expedition Safety Cards

Supervisor’s Kit Inspection at Centre (1 week before expedition) Confirm

Invite assessor to meet Team

Expedition Supervisor’s and Assessor’s Pack Ups

Copies of Consent Forms

Risk Assessment

Copies of Participants Maps and Route Cards

Copies of Base Contact Forms

Contact Details (for Participants, Parents, Assessor and Base Contact)

Supervision plan

Assessor’s plan

Pre Expedition

Assessor’s Kit Check before leaving start point on Day 1

Post Expedition

Collect Group Kit – ensure serviceable, clean and dry

Review expedition – Do participants need further training or practice

Return any Loaned Kit to DofE Moray – ensure serviceable, clean and dry

Ensure Assessor completes Expedition Assessor’s reports

Ensure Participants deliver their presentation

eDofE

Monitor progress on eDofE and approve new evidence

Advise participants as required

Approve completed sections