

**ADMINISTRATION INSTRUCTION FOR
GOLD DUKE OF EDINBURGH'S AWARD OPEN TRAINING FOR ACADEMIC YEAR 17/18**

GENERAL

The five day training package is aimed at building upon the participants previous experiences with the skills to undergo a water or foot based expedition of four days and three nights. Following successful completion the participants may elect to undertake a further practice expedition before going on to complete a self-sufficient assessment expedition with a much reduced level of supervision.

AIM

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

TRAINING GOALS

To achieve the requirements of the Duke of Edinburgh's Gold Award Training Standards, both theory and practical. 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

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.dofe.org

TRAINING, PRACTICE & ASSESSMENT EXPEDITIONS

The training event will take place from:

09 - 14 April 2018

The assessment dates is to be confirmed by the participants but will more than likely take place during the last week of the school year. Current thoughts are 25th June onwards.

PROJECT WORK

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.

PUPIL/INSTRUCTOR RATIO

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

STAFF

A mix of Mr Alistair Othen, Mr Mark Ebrey Mr Martin Digby and Miss Anne Lumsden will instruct the

canoeing group.

FEMALE COVER

Is provided by Antonia Laundry.

RISK ASSESSMENTS

Copies can be obtained directly from the undersigned; they cover travel to the venues, all activities, and poolside activities in the case of the canoeists.

REPATRIATION IN EVENT OF INJURY/ILLNESS

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

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

MEDICAL

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 or anaphylactic shock, the inhaler/ epipen must be carried in a waterproof container and location made known to the instructors. The instructors will confirm this prior to embarking on an activity.

CANCELLATION/POSTPONEMENT

The training may be cancelled/postponed at any time prior to departure 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.

INSURANCE

Members of Oswestry School are covered under the school's 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.dofe.org.

NON ATTENDANCE

Non attendance on the activity will preclude the student from participating in the practice and assessment activity, and may jeopardise the group's continuation unless a replacement can be found.

PARENTAL CONSENT

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

STAFF CONTACT DETAILS

All contact should be directed through Mr A Othen who is available during the event. The mobile telephone

number is for emergencies only (07578856562).

EQUIPMENT

Participants are encouraged to provide as much their own equipment as possible. School has a supply of equipment which must be bid for using the appropriate form. All technical outer clothing and equipment will be provided for the water based ventures.

GROUP EQUIPMENT

Group equipment will be supplied from the school stores.

PERSONAL EQUIPMENT & CLOTHING

Participants need to supply the following for canoeing:

- Trainers or wellington boots
- Warm hat
- Base layer & fleece
- Towel
- Complete change of clothes (including shoes in a waterproofed bag)
- Warm drink/flask
- Lunch & snacks

A more comprehensive kit list will be issued on the Sat for the exped phase.

CHANGING

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

STORE OPENING TIMES

The store will be open for equipment at 0900 on the first day of the training period.

FEEDING

Participants are responsible for supplying their own food, packed lunch for day training; the group will undertake a 3 day 2 night expedition from the Wednesday morning until the Friday afternoon..

WATER

Participants are responsible for supplying their own refreshments and at least a litre of water. A flask of hot drink is strongly recommended.

BASE VENUE & WASHING FACILITIES

The group will work from School as their base.

VENUES

The following venues will be used.

Canoe:

Training week– Shropshire Union Canal, River Severn, River Dee, River Vyrnwy

Assessment – Lower sections of the Severn from Shrewsbury down or the Vyrnwy.

Foot:

Training Week - Local Area and Vale of Llangollen

Assessment - Berwyn Hills

TRANSPORT

Parents are kindly requested to drop off and pick up students at the beginning and end of the training, practice and assessment weeks. One x minibus and trailer will be required for each training week. A separate minibus will be required for the foot expedition.

GROUP MEMBERS & GROUP SIZES

The group consists of 17 lower sixth, split into 3 groups, 1 group on foot and two groups canoeing.

MORE INFORMATION

Additional information regarding the award scheme in general can be found on the Award website www.dofe.org. Please refer specific questions regarding the training package and the assessment to myself on the school phone number or by email through a.often@oswestryschool.org.uk.

PHOTOGRAPHY & THE MEDIA

Photographs from the events may be used in School publications & literature, facebook page 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

We have now delivered several training packages for Gold candidates of this type which have proved to be a successful formula and which have led to the participants becoming very capable in their chosen modes of transport. This, in turn, has led to participants enjoying the assessment process due to their feeling confident in their abilities, rather than just surviving with the minimal training requirements.



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

Distribution:

School Website
Headmaster
Home Contact
All participants

Groups

Please add you age in years and months as at 04/07/17

Serial	Canoe 1	Age	Canoe 2	Age	Foot	Age
1						
2						
3						
4						
5						
6						
7						
8						
A D						

Main Events List (Canoe):

Ser	Date	Time	Location	Event	Comment
1	Day 1	0830	tbc	Assemble	All
2	Day 1	0830	tbc	Outline of the day and forthcoming week	All
3	Day 1	0900	Stores	Issue Stores	All
4	Day 1	1000	tbc	Kit Fitting/Trailer Loading	ADO
5	Day 1	1030	Outside	Depart for Ellesmere	ADO
6	Day 1		Ellesmere	Rescues, Throw lines, basic paddle strokes	ADO
7	Day 1	1600	Outside	return from Ellesmere	ADO
8	Day 1	1700	tbc	Close & go home	All
9	Day 2	0830	tbc	Arrival	All
10	Day 2	0900	Outside	Depart for Lion quays/River Dee	ADO
11	Day 2	1430	tbc	Return from Lion quays/River Dee	ADO
12	Day 2	1445	tbc	Tents, Cooking and menu considerations	All
13	Day 3	0930	Outside	Arrival and Exped Prep	ADO
14	Day 3-4	1130	Outside	Depart on Exped	ADO
15	Day 5	1500	tbc	Return from Exped	ADO
16	Day 5	1700	Outside	Disperse once all stores are clean and returned	All

Exped Kit List:

Personal	Group	Boat	Tent Group
Cag	Group Shelter	Paddles	Tent
Sallopettes	First aid kit	Throw Lines	Stove
Fleece	Maps	Bailer	Fuel
Hat	Compass	Grab Bag	Means to light stove
Wellies or water shoes	Washing up liquid	Sun cream	Food
Buoyancy Aid	Boat Repair Kit	Painters	Stove cleaning kit
Helmet		Sponge	
Sun Hat			
Base layers			
Land shoes			
Complete Change of clothing			
Duvet Jacket			
Sleeping Bag			
Sleep mat			
Dry Bags			
Spoon			
Mug			
Head torch			
Toiletries			

Boat Repair kit:

Cable Ties
Plumbers Putty
Gaffer Tape
Plastic sheeting (such as cut from a plastic bottle)
Mutli Tool
Posi screwdriver

Grab Bag:

First Aid Kit
Group Shelter
Warm Hat
Duvet Jacket

Main Events List (Foot):

Ser	Date	Time	Location	Event	Comment
1	Day 1	0830	tbc	Assemble	All
2	Day 1	0830	tbc	Outline of the day and forthcoming week	All
3	Day 1	0900	Stores	Issue Store	All
4	Day 1	1000	tbc	Kit Fitting	All
5	Day 1	1030	Local	Nav Ex	MD
6	Day 1	1500	tbc	Return from Navex	MD
7	Day 1	1515	tbc	Packing Daysack?equipment considerations	MD
8	Day 1	1630	tbc	Close & go home	All
9	Day 2	0830	tbc	Arrival	MD
10	Day 2	0900	Outside	Depart for Day walk	MD
11	Day 2	1430	tbc	Return from Day walk	MD
12	Day 2	1445	tbc	Tents, Cooking and menu considerations	All
13	Day 3	0830	Outside	Arrival and Exped Prep	MD
14	Day 3-4	1130	Outside	Depart on Exped	MD
15	Day 5	1500	tbc	Return from Exped	MD
16	Day 5	1700	Outside	Disperse once all stores are clean and returned	All

D of E Expeditions Kit List (Foot)

Individual

Rucksack (50-65 Litre)*
Daysack*
Trousers for walking (not jeans)
Shorts
Boots*
Gaiters (Not essential but useful in wet long grass)
Socks for duration of expedition (not rugby socks! A thin cotton pair with walking socks is good for preventing blisters)
Shirt/T shirt for walking
Dry kit for tent (trousers and shirt)
Waterproof jacket with hood (Not padded ski jackets – they are far too warm and bulky)*
Waterproof trousers*
Fleece or sweatshirt*
Warm hat
Gloves
Sun hat (baseball cap or similar)
Sleeping bag (appropriate for season)*
Roll mat*
Bags for waterproofing kit*
Personal foodie
Spoon
Small First Aid Kit (for blisters, headache etc)
Torch*
Rubbish Bag*
Mug
Compass*
Personal toiletries and towel

Group Kit

Tent (Between two)*
Stove and Fuel*
Cooking pots*
Map*
Means of lighting stove
Sun tan cream (yeah right!!)
Group Shelter*
Cleaning pad for pans with washing up liquid

School has a stock of equipment (marked *)which can be borrowed but this is limited and will come on a first come first served basis. All cooking equipment will be supplied by school.