

Expedition and Outdoor Leadership Certificate Guidance Note for Basic/Standard Assessments: 2014

This note should be read in conjunction with the Guidance Note for BB Leaders: 2014

Who can organise BB E+OL Certificate Assessment at Basic/Standard Level?

A District, a Battalion or a group of Battalions

Who must be on the Staff?

The Assessor(s), who may or may not be BB Leader(s), must hold a relevant current national qualification: ML, WGL, or H+ML or LL – the latter two accompanied by the Expedition Skills Module. He/she should preferably not be personally known to the candidate(s) under assessment. There should be a ratio of no more than five candidates per assessor.

How long should the Assessment be?

At least two days. It should preferably involve at least one night's camping and a walk carrying full kit (unless medically exempted).

How does one apply to run an Assessment?

There will be an Application Form available from BBHQ which seeks the following information

- Name of Organiser - BB reg no, qualifications?
- Name of person(s) assessing candidates - BB reg no, qualifications?
- Names of any additional staff - BB reg no, qualifications?
- Venue and dates
- Draft Programme with timetable
- Anticipated number of attendees

Qualifications would include

- BB E+OLC and level
- DofE Expedition Assessor i/d and level
- Other recognised qualifications (eg BEL, LL, H+ML, WGL, ML)

(Until a form has been prepared, the above information should be sent to Karen Jay at BBHQ.)

Assuming all is in order, permission to run the Assessment will be sent.

Against which criteria are the candidates to be assessed?

The requirements are set out in Appendix G of the BB Publication "Expeditions – A Craft Manual" available to download from the BB website.

How should the assessment be done?

- **Equipment** – by observation and discussion of the kit brought and used by the candidate; this includes tent, stove, first aid kit, rucksack, clothing.

- **Lightweight Camping and Backpacking** – by observation of campcraft (including use of stoves) and packing/carrying of rucksack, and a review of Log Book, if available. (Organisers might consider whether to ask for pre-course submission of a summary of experience.)
- **Navigation** – by practical assessment in the field; competence in the use of both map and compass is required. (Compass competence might best be confirmed through navigation during the hours of darkness, if mist has not been encountered during the day.)
- **First Aid, Emergencies and Safety** – by eliciting responses through discussion, “walk and talk” etc. An imaginary incident during the daytime navigation assessment – preferably in some remote spot with no mobile signal – might be used. It would also be helpful to stress the value of a 16-hour Outdoor First Aid course, and to remind candidates of the necessity of having “an appropriate knowledge of First Aid” (as stated by Brigade Executive).
- **Expedition Planning and Management** – by eliciting responses through discussion, “walk and talk” etc, as well as by the selection of a route and preparation of a Route Card (which can be done either before or during the assessment).
- **Access and the Environment** – by eliciting responses through discussion, “walk and talk” etc.
- **Instructional Techniques** – by discussion, but possibly also by asking candidates to explain a topic to the others, perhaps on a “walk and talk” basis.

What might a typical programme look like?

Time	Activity
FRIDAY	
18:00	Arrival, Report, Tent Pitch, Cook and Eat
20:00	Introduction and Briefing
20:15	Review of use of map and compass
20:45	Safety and Group Management discussion; the role of the Supervisor
21:30	Informal chat
SATURDAY	
	Rise, breakfast, and get ready to leave
09:30	Micronavigation and Compass Assessment walk
15:30	<i>Relax</i>
16:30	Planning Night Navigation
17:00	Expedition Planning and Management discussion
17:30	Access and the Environment discussion
18:00	Cook and Eat
19:30	Briefing for Sunday expedition
19:45	Route planning and preparation of route card
21:00	Emergencies and Safety discussion
21:45	Wrap up and get ready
22:00	Leave for Night Navigation
SUNDAY	
	Rise, breakfast, pack and get ready to leave
09:30	Morning Devotion
09:45	Groups leave on expedition, carrying full kit
14:30	Groups arrive at finish; return to base
15:00 (or earlier)	<ul style="list-style-type: none"> • Debrief on expedition • Q+A session • Confirmation of results • Next steps
15:30	Depart

What are the possible outcomes?

- The candidate has satisfactorily demonstrated his/her competence; he/she is told that a Standard Certificate can be applied for, and BBHQ is notified accordingly.
- The candidate has failed to demonstrate fully the required competence but is sufficiently competent to instruct and accompany groups; he/she is told that a Basic Certificate can be applied for, and BBHQ is notified accordingly.
- The candidate's competence has not been adequately demonstrated; he/she should be advised to undertake appropriate training.

It would be helpful for the Organisers to have a supply of blank BB E+OLC Application Forms to give to successful candidates at the end of the Assessment.



NOTIFICATION OF AN ASSESSMENT

for EXPEDITION AND OUTDOOR LEADERSHIP CERTIFICATE

This form is to be used by all Districts, Battalions or Groups of Companies who wish to organise Assessment for the BB Expedition and Outdoor Leadership Certificate at Basic or Standard Level. For details of the requirements, please see the Guidance Note for Basic/Standard Assessments, available on the BB website or from BB Headquarters.

Name of District / Battalion / Group

Assessment Location

Dates

Organiser's Name **BB Reg. No.**

Any qualifications held

Assessors' Names* (1) (2)

BB Registration No.

Qualifications held

Additional Staff* (1) (2)

BB Registration No.

Qualifications held

Anticipated number of candidates attending

** If more than two, please provide their details on a separate sheet, and attach to this form.*

Send this form, **along with an outline of the proposed Programme**, to The Boys' Brigade, Felden Lodge, Hemel Hempstead, Hertfordshire, HP3 0BL