



## Award Centre Planning Checklist

### Things to know about Aspen

- We hold a Dofe AAP licence
- We hold insurance for all of our Instructors
- We hold an AALA licence
- We hold a Passenger Transport Licence
- All instructors qualified for the terrain the exped will happen in; e.g. Lowland Leader Award, Hill and Moorland, Mountain Leader

### Kit and Equipment... some key things to remember

- Rucksack covers and liners
- Waterproof jacket and trousers
- Hats and Gloves
- Tents checked for correct poles
- Map cases
- Compasses
- Maps and route cards

### About the Practice Expedition

- Lots of coaching and training provided: navigation skills, expedition skills, emergency procedures, countryside code, hazards, teamwork
- Direct supervision of participants on day 1
- Close supervision provided on day 2; affording groups to opportunity to develop teamwork and independence
- Depending on weather, terrain, hazards and capability of participants opportunity for some remote supervision on day 2 as well

### About Qualifying expeditions

Depending on weather, terrain and capability of participants we will seek to provide remote supervision. At points of potential nav error or hazards (e.g. road crossings) direct or close supervision provided.

We will upload assessor reports and give you a word document with all the assessor reports combined together for your reference.

### Planning your Expedition Programme

- Do you want us to incorporate separate expedition training or route planning sessions as part of the expedition programme?
- Would you like us to incorporate the National Navigation Award into the expedition programme?
- Would you like us to incorporate first aid training into the programme?
- Do you need minibus transport?
- Do you want us to book campsites?
- Do you want us to recommend a route for you, with maps and route cards
- Do you need any equipment?
- Do you want help with the paperwork and permissions; e.g. green forms, contacting landowners?
- Where do you want us to meet up (school or start of route)?
- What time do you want us to be there?

## Admin stuff to remember?

Before the expedition starts please:

- Let us know the names and tel numbers of accompanying adults
- Provide us with the name and tel number of your base contact
- Remember to print maps and route cards for your participants (two sets per group is fine)

On the morning of the expedition please give us:

- Participant medical information (hard copies for instructors, we will return at the end of exped)
- Brief instructors on any medical, behavioural needs of participants
- Names of participant names organised by exped group (and edofe numbers if a qualifying expedition)

## Stuff we will give you before the exped starts

- Event summary report - detailed info summarising all of the arrangements for the exped; including names, email addresses and tel numbers of instructors, Assessor numbers, supervision arrangements.
- Copies of instructor quals
- Supervision Plan

## Grab Bags

Each expedition group will be provided with a grab bag comprising of:

- Emergency phone (simple nokia type)
- GPS device
- Whistle
- Emergency procedures

Protocol: all items of kit to be kept in the bag; bag must be zipped into rucksack (not carried in participants hands); phone on during the day, off at camp; GPS device only turned on when it is needed



Aspenoutdoors.co.uk

Contact: Alastair Ewen (07427326697) or Murray Wilson (07930243625)

[alastair@aspenoutdoors.co.uk](mailto:alastair@aspenoutdoors.co.uk); [murray@aspenoutdoors.co.uk](mailto:murray@aspenoutdoors.co.uk)