A group of people walking on a path in the woods

Description automatically generated

PART 2 | Requirements and responsibilities

DofE Journey Planning pack

# Auckland Challenge Specific Requirements:

* Participants may not participate in water activities, including swimming. Do not go in water above your knees (river crossing only)
* At no point during the journey, except while sleeping, or where privacy is expected should any participant be alone. There must always be a minimum of two participants together at all times.
* Supervisors must meet the Adventurous Activity Supervisor Minimum Competencies set out under the “forms” section of this pack

The following information is excerpts from the Duke of Edinburgh’s International Award - International Handbook for Award Leaders. This sets out the official requirements and responsibilities for all journeys. Copyright for these excerpts belong to the Duke of Edinburgh’s International Award.

Annotations and notes are in footnotes

# Definitions

## Aim

The first thing that needs to be completed before an Expedition or Exploration happens is that the group needs to decide on an aim. Both an Expedition and an Exploration aim must include a purpose and a journey, however the difference between them is one of emphasis. All aims must include:

1. A description of the environment or destination of the adventure.
2. Confirmation of the mode of travel during the adventure and
3. A brief description of the adventure’s activity.

Some examples of Expedition and Exploration aims are

|  |  |
| --- | --- |
| Expedition | Exploration |
| * To undertake a journey by foot in the Atlas Mountains whilst exploring the affects of the terrain on team morale. * Studying the effects of tourism on the rural environment in the Sequoia National Park whilst undertaking an expedition on foot. * Kayaking the upper reaches of the Danube River whilst measuring the human impact | * Comparing the differences between the urban and rural environment whilst undertaking an exploration in the Hardangervidda National Park. * Investigating, by canoe, the impact of mahogany logging along the Rio Envira River in Brazil. * Studying, by foot, the visitor impact within the Serengeti National Park. |

## Suitable Training

Please speak with your Award Unit regarding training, in most cases there is a pre-defined course you will need to follow and is not something you can do on your own. For a full list of the training requirements please see section [8.10 of the International Handbook for Award Leaders](https://dofehillary.org.nz/wp-content/uploads/2022/10/DoE-international-handbook-for-award-leaders-v7.pdf)

# The 10 Requirements of an Award Journey

1. The Journey
   1. The Adventurous Journey must be a minimum of: Two days and one night at Bronze level. Three days and two nights at Silver level. Four days and three nights at Gold level.
   2. All Adventurous Journeys must comprise of two elements: a Journey and a clearly defined Team Goal.
   3. The emphasis of the Journey element vs the Team Goal element should be discussed and agreed with the Adventurous Journey Supervisor during the planning stage.
   4. The Team Goal must be in the SMART format and should describe an overall purpose for the journey. This can be in the form of, for example, a research project, investigation, or something the group will aim to achieve for the duration of the Adventurous Journey.
2. The Group
   1. The group, for all journeys, must contain no fewer than four and no more than seven members (eight for modes of travel which require tandem pairs).
   2. Groups must be allowed to make independent decisions throughout and must work separately from any other groups.
   3. Group members do not all need to be undertaking the same Award level. However, the challenge must be at an appropriate level for all group members.
   4. Groups may include members who are not Award participants. Non-Award participants should be of a similar ability and experience to the group they are joining.
   5. All participants must be involved in the planning of their journey, including the route, logistics and any equipment required for the journey or the Team Goal. It is important that participants take ownership of their journey.
3. Training and Practice
   1. Suitable training must, as a minimum, ensure group competency in the activities being undertaken (e.g. navigation, kayaking, cycling etc), route planning and consideration of risks. Any non-Award participants within the group must also be involved in training.
   2. Participants at all levels must undertake a minimum of one Practice Journey per level.
   3. Practice Journeys must include, as a minimum, at least one day and one night in the chosen environment. A longer period may be required if the Adventurous Journey Supervisor deems it advisable to do so.
   4. The number of Practice events (journeys or training sessions) required will depend upon the ability of the group. This is a decision for the Adventurous Journey Supervisor.
   5. Groups may use the same location for both the Practice and Qualifying journeys, but must complete different routes.
   6. Modes of transport used in the Practice Journey, must match those planned to be used in the Qualifying Journey.
4. Modes of transport
   1. Teams must use modes of travel which require their own effort.
   2. ‘Own effort’ includes any form of non-motorised or animal-based transport. This includes individual effort or combined effort as a team or pair. Flexibility exists for young people with health conditions or impairments.
   3. Multiple modes of transport within one Adventurous Journey are permitted, provided all logistics have been planned by the group, while remaining as self-sufficient as practical.
   4. Modes of transport used in the Qualifying Journey, must match those used in the Practice Journey.
5. Location
   1. Adventurous Journeys may take place in all locations. including areas known to the participants.
   2. Groups may use the same location for both the Practice and Qualifying journeys, but must complete different routes.
   3. The environment or terrain must present a sufficient challenge, as appropriate for the Award level and ability of the group.
   4. Virtual Adventurous Journeys may be available to groups in certain situations, at the discretion of the Foundation or National Award Operator (as applicable).
6. Purposeful Activity
   1. Groups must aim to undertake a minimum of 6 hours (for Bronze), 7 hours (for Silver) and 8 hours (for Gold) per day of purposeful activity.
   2. Purposeful activity is defined as time spent journeying, working towards the Team Goal and activities such as setting up/clearing campsites and cooking.
   3. The weighting of the Journey element vs the Team Goal element should be discussed and agreed with the Adventurous Journey Supervisor. This will determine the correct number of hours of purposeful activity to assign to each activity.
   4. Distances are deliberately not stipulated at any Award level due to the huge variety of Adventurous Journeys, modes of travel and type of terrain and/or climate, coupled with the group’s Team Goal.
7. Adults
   1. The number of adults present on an Adventurous Journey will depend on the location and type of activities being undertaken.
   2. All Adventurous Journeys must be Supervised and Assessed by suitable and experienced adults.
   3. Adventurous Journey Supervisors and Adventurous Journey Assessors are appointed by the Award Centre and must have completed any requirements, such as training or registration, required by the Foundation or National Award Operator (as applicable).
   4. Adventurous Journey Supervisors are appointed by the Award Centre and have overall responsibility for the group whilst training and undertaking their Adventurous Journeys.
   5. Adventurous Journey Assessors may be supplied by the Award Centre, or externally sourced. They are responsible for assessing whether the group meets all of the requirements outlined in this table.
   6. Award Centres must source suitably qualified activity instructors, as appropriate for the location and type of activities being undertaken.
8. Accommodation
   1. Accommodation must be in tents or other simple self-catering accommodation, including hostels, huts and school facilities.
   2. Participants’ accommodation may be physically separated in different rooms, tents or buildings.
   3. If using tents, these must be transported by the group.
9. Self-sufficiency
   1. The group must carry all necessary equipment and supplies, split appropriately between all participants. Equipment must not be transported separately from the group.
   2. Participants must consume at least one substantial cooked meal each day. Groups must carry the relevant equipment and ingredients for cooking and preparing meals.
   3. There is flexibility for medical and cultural purposes, as well as for environments and climates where total self-sufficiency is difficult.
10. The Report
    1. Throughout the Qualifying Journey, the group should work towards achieving their Team Goal.
    2. Individuals should also record personal reflections throughout their experience.
    3. On completion of the Qualifying Journey, the group is required to deliver a report to their Assessor.
    4. The report can be delivered in any form, as agreed by the group and their Assessor prior to the start of their Qualifying Journey.
    5. The report must include the involvement of all group members and should outline their experiences and how they have achieved their Team Goal.
    6. If the Adventurous Journey Assessor is unable to be present for the report, the Adventurous Journey Supervisor may fulfil this role.

## 12 steps of an Adventurous Journey

1. Participants form a group of 4-7 young people. (max. 8 for tandem activities).
2. The group decides on their aim and type of journey (Expedition or Exploration), appropriate area and mode of travel.
3. The group undertakes necessary training.
4. The group plans and prepares the paperwork for their Practice Journey including tracings/outlines/route cards etc.
5. The group goes on a Practice Journey to show their Adventurous Journey Supervisor that they have all the necessary skills to proceed on a Qualifying Journey.
6. The group plans and prepares for the Qualifying Journey with feedback from the Adventurous Journey Supervisor after the Practice Journey.
7. Adventurous Journey Supervisor’s check of final plans (focusing on risk) including final discussions with the Adventurous Journey Assessor.
8. Adventurous Journey Assessor’s check focusing on the 15 requirements.
9. The group goes on their Qualifying Journey with their Adventurous Journey Supervisor & Adventurous Journey Assessor present.
10. Adventurous Journey Assessor’s debrief and confirmation of when & how the presentation and report will be done.
11. Group presentation focusing on the aim of their Qualifying Journey.
12. Assessment of group report and Adventurous Journey section sign off.

## New Zealand Module

Because of the challenging nature of New Zealand conditions in the outdoors, we have a tighter approach to group supervision than is indicated in the Handbook, which on page 89, section 8.9.3 says: “The Supervisor should make contact with the group at least once each day.” Due to the different nature of the terrain in NZ compared to, for example, the United Kingdom and due to the lack of cell phone coverage in the New Zealand bush, usually the only way to have any contact with a group is to follow them down their chosen route with a ‘Shadow Party’.

As a result, the Duke of Edinburgh’s Hillary Award defines supervision of Adventurous Journey groups as follows:

All Adventurous Journey groups must be supervised by a suitable adult shadow party (determined by the Safety Management System your school, outdoor education centre or other approved agency has in place) at all Award Levels for both Practice and Qualifying Journeys.

The Shadow Party are there to ensure the safety of the group in all circumstances. The Shadow Party must have sufficient contact with the group to be able to interpret and circumvent any dangerous or potentially dangerous actions or behaviour and to be able to determine the functionality of the group and its competence during the journey.

The actual distance will vary according to the weather and terrain, but as a guideline you should be able to hail the group if (for example) they are about to attempt to cross a swollen river or similar hazard and you want them to stop. In practice this may vary between 1 metre – 100 metres on the understanding the maximum distance is determined to be safe for any given set of conditions.

You may use a different system but the outcome should be ‘all practicable steps’ are taken to ensure the safety of the group. As with all Safety Management Issues, it is imperative that you understand your organisation’s Safety Management Systems around group control and safety and do not supersede your own processes with our advice without taking ownership of that part of your Safety Management System.

Remember, the main priority of the Shadow Party is to ensure that everyone returns safely, this should come before any Duke of Edinburgh’s Hillary Award requirements or processes.

# Responsibilities

## Supervisors

* Must be suitably trained and experienced to undertake the role.
* Must have expertise (or qualification, as per the country’s legislation) in the mode of journey being used and familiarity in the terrain that the journey is taking place.
* Must work closely with the Award Leader and Assessor prior, during and following the Qualifying Adventurous Journey.
* Must be available throughout all journeys (both Practice and Qualifying).
* Must be familiar with all of the 15 requirements (see paragraph 8.8). [[1]](#footnote-1)
* Is responsible and competent to ensure the safety of all participants through all of their journeys.
* Must make sure that all group members have completed all necessary training and have contributed to the team effort.
* Must make contact with the group at least once a day during all journeys to ensure the group’s safety and welfare. Note: the Award Centre’s supervision policy will dictate the required level of supervision to apply. [[2]](#footnote-2)
* Must provide feedback to the group about their strengths and areas to develop during their Practice Journey(s).
* Could also be the group’s Award Leader and/or their instructor but should ideally not be their Adventurous Journey Assessor to avoid a conflict of interest.
* Permission to combine roles must be sought from your NAO or the Foundation[[3]](#footnote-3)

Supervisors MUST meet the minimum competencies specified in the minimum competencies document under “forms” in this pack[[4]](#footnote-4)

## Assessors

* Must be suitably trained and experienced to undertake the role.
* Must have expertise (or qualification, as per the country’s legislation) in the mode of journey being used and familiarity in the terrain that the journey is taking place.
* Must be authorised by the licensed Award Operator to undertake the role. [[5]](#footnote-5)
* Must work closely with the Award Leader and Adventurous Journey Supervisor (this may be the same person) prior, during and following the Qualifying Adventurous Journey.
* Must be available throughout the Qualifying Journey.
* Must be familiar with all of the Adventurous Journey 15 requirements (see paragraph 8.8). [[6]](#footnote-6)
* Must ensure that all group members have contributed to a team effort.
* Must ensure that the journey’s aim has been achieved.
* Should meet the group before the start of the Qualifying Journey and assess whether the group is prepared.
* Should make contact with the group at least once daily during their journey so that they can be effectively assessed.
* Must meet with and de-brief the team at the end of the Qualifying Journey.
* Permission to combine roles must be sought from your NAO or the Foundation. [[7]](#footnote-7)
* Must sign off the completion of the Qualifying Adventurous Journey in each of the participant’s Online Record Book (or equivalent) after assessing their final report.

## Award Leaders

* Plays a key role in introducing the participants to the requirements of the Adventurous Journey.
* Assists the Adventurous Journey Supervisor in organising the training and identifies the necessary instructors and Adventurous Journey Assessor.
* The Award Leader must appoint the roles of Adventurous Journey Supervisor, Assessor and Instructor (and any other roles)
* The Award Leader is sometimes also an instructor and/or the Adventurous Journey Supervisor, however they should ideally not be the Adventurous Journey Assessor to prevent a conflict of interest. This division of responsibilities also allows the group to feel that they are being objectively assessed.
* Independent Award Centres are requested to consult with the Foundation if there are difficulties in having a separate Adventurous Journey Assessor.[[8]](#footnote-8)

1. See above definitions [↑](#footnote-ref-1)
2. Within New Zealand supervisors must be within earshot of the group at all times. Please see the “New Zealand Module” [↑](#footnote-ref-2)
3. This has been granted within New Zealand [↑](#footnote-ref-3)
4. This is an Auckland Challenge requirement, not an Award Requirements. This only applies if you are doing your journey under Auckland Challenge [↑](#footnote-ref-4)
5. This is your Award Unit [↑](#footnote-ref-5)
6. See above definitions [↑](#footnote-ref-6)
7. This has been granted within New Zealand [↑](#footnote-ref-7)
8. This is not relevant to New Zealand [↑](#footnote-ref-8)