

## DofE Volunteer Record Sheet

| Personal and Unit Details                       |  |                       |           |  |
|---|--|-----------------------|-----------|--|
| DofE Unit                                       |  |                       |           |  |
| Name  |  | DoB                   |           |  |
| Home Address                                    |  |                       |           |  |
| E mail  |  |                       |           |  |
| Tel Home  |  | Tel Mobile            |           |  |
| Start Date – after recruitment process complete |  | Initial eDofE account | ID Number |  |
|   |  |                       | Role      |  |

| Mandatory Training and Qualification Record   |
|---|
| This training is mandatory for all volunteers and is <b>to be completed within 6 months</b> of the start date above |

| Event/Course/Check  | Date Completed | Verified by           | Renewal date if applicable |
|---------------------|----------------|-----------------------|----------------------------|
| e -induction course |                | EDofE Training Record | n/a                        |
| Safeguarding        |                | Certificate on file   | (every 4 yrs)              |
| Intro to DofE       |                | EDofE Training Record | n/a                        |

| Training and Qualification Record – Expeditions                                     |
|---|
| This training is only required if it is necessary for the role held within the unit |

| Event/Course/Check  | Date Training Completed | Date Passed/ Assessed | Verified by<br><small>Copies of certificates must be held</small> | Renewal date if applicable |
|---|-------------------------|-----------------------|---|----------------------------|
| Expedition and Supervisor Training Course EASTC<br><small>Mandatory for lead supervisor</small> |                         | n/a                   | EDofE Training Record   | n/a                        |
| 16 hr first aid<br><small>Mandatory for all leadership qualifications</small>                   |                         |                       | Certificate on file   | (Every 3 yrs)              |
| Basic Expedition Leader (BEL)   |                         |                       | Certificate on file   | n/a                        |
| Lowland Leader  |                         |                       | Certificate on file   | n/a                        |
| C and C (Walking)   |                         |                       | Certificate on file   | n/a                        |
| C and C (Camping)   |                         |                       | Certificate on file   | n/a                        |
| Summer Moorland (Walking)   |                         |                       | Certificate on file   | n/a                        |
| Summer Moorland (Camping)   |                         |                       | Certificate on file   | n/a                        |
| Hill and Moorland   |                         |                       | Certificate on file   | n/a                        |
| ML (S)  |                         |                       | Certificate on file   | n/a                        |

| Training and Qualification Record – Driving   |
|---|
| A driver RA must be completed for anyone who uses their car on unit business and/or is a minibus/MPV driver |

|                                       | Dates completed | Verified by    |
|---------------------------------------|-----------------|----------------|
| Annual Driver Risk Assess             |                 | Documents held |
| Annual Licence & Health Dec           |                 | Documents held |
| Minibus Refresher training (4 yearly) |                 | Documents held |

|                                       | Dates completed | Verified by    |
|---------------------------------------|-----------------|----------------|
| Annual Driver Risk Assess             |                 | Documents held |
| Annual Licence & Health Dec           |                 | Documents held |
| Minibus Refresher training (4 yearly) |                 | Documents held |