

Guidance notes for delegates completing form EAAS/3

Section on EAAS/3 Form	Notes
Personal Details	<ul style="list-style-type: none"> - Please ensure the details are completed in BLOCK CAPITALS. - You do not need to know the course number, we will complete this. - When ticking the boxes for which modes of travel you would like to assess please remember that an Assessor should be technically competent in the mode of travel for each mode ticked.
Section A	<ul style="list-style-type: none"> - Please complete all questions. You must include the date of your CRB Check, the CRB Disclosure/Certificate Number and state whether or not it is an enhanced check. If you do not have an enhanced CRB Check you must apply for one ASAP. Please note: there is no official expiry date on CRB checks.
Section B	<ul style="list-style-type: none"> - Please complete the number of assessed expeditions you have undertaken as an Assessor or Supervisor for the past three years.
Section C	<ul style="list-style-type: none"> - This section MUST be endorsed by your Operating Authority DofE Manager or designated Outdoor Advisor, an Assessor Network Expedition Co-ordinator or AAP Manager. You need this endorsement in order to attend the course.
<p>You must also complete and print off the letters of completion for the online e-induction and the pre-course learning module, both available at www.DofEtraining.org</p> <p>Please send copies of the letters of completion (black & white is fine) together with the completed EAAS/3 form. Assessors who wish to operate at Gold level or Bronze and Silver Assessors operating in wild country must also submit the letter of completion of the online Gold module at www.DofEtraining.org</p>	

Paperwork:

- Passport-sized photograph, with name on reverse, enclosed (NB: a digital photo may also be taken on the course.)
- Endorsed EAAS/3 form with all sections complete
- Copy of e-induction letter of completion
- Copy of online pre-course learning letter of completion
- Copy of online Gold module letter of completion (if appropriate)
- Payment/request for invoice