

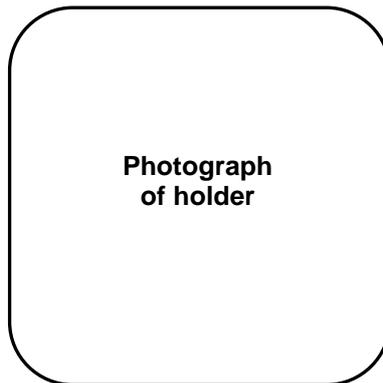
THE YOUNG EXPLORERS' TRUST



**EXPEDITION
&
FIELD LEADER'S
LOGBOOK**



EXPEDITION & FIELD LEADER'S LOGBOOK



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FOREWORD

Exploration is at the heart of all adventure. Even though this planet of ours has been completely mapped from the air or by satellite, the highest peaks and poles long attained, there are still many places which have never seen the presence of man. Exploration however can be understood in a much wider way. We can all explore our own potential, stretching ourselves a little bit further than we thought ourselves possible as we go into places or experiences that are unfamiliar to us. Life should be, and certainly is for anyone undertaking an expedition, a constant process of exploration. It can be demanding, it should be a lot of fun, and it will help you develop your own potential and also develop that of the groups you lead. As expedition leader you have a fulfilling and exciting responsibility, both to ensure the safety of your group and also to enable each individual within the group to explore his or her own potential to the full.

This logbook will help you plan and experience the skills which you need to lead these safe and successful expeditions.

Sir Christian Bonington

INTRODUCTION

The purposes of this Logbook are:

- to provide a framework for leaders wishing to develop their expedition leadership skills and competencies through training and further relevant experience
- to record this training and experience
- to act as a reference for leaders and organisations wishing to assess the training and expedition experience of the holder.

The contents of this Logbook do not in themselves imply competence. It is entirely the responsibility of Expedition organisers and/or employers to satisfy themselves of an individual's suitability for a position.

The Young Explorers' Trust and the Royal Geographical Society (with IBG) believe that in developing their qualifications, expedition leaders require varied kinds of experience and competency in the field as well as formal training in technical and people (soft) skills. This logbook gives examples as to how these may be obtained and recorded.

This logbook is intended to complement existing logbooks that expeditions might also use (e.g. Mountain Leader Logbook) and users may feel it appropriate to combine these by photocopying relevant pages into one binder.

Some organisations may wish to add their own pages to this log, and extra pages should be added to provide more detail of the participant's experience, observations and comments on any aspects of the process.

The example shown in the EXPERIENCE, COMPETENCIES and TRAINING LADDER is only an indication of the type of programme that might be developed for a new leader.

The records of expeditions include space for a reference by the Expedition Leader as well as contact address and telephone numbers. It is envisaged that expedition leaders and organisers will contact the leaders of previous expeditions as a matter of course.

A list of organisations that provide training courses, as well as a list of further reading will be found in the Logbook Scheme pages of the YET and RGS (with IBG) websites.

PERSONAL DETAILS

Surname	
First Names	
Date of Birth	

Address	
Telephones	
Fax	
Mobile	
Email	
Website	

Place of Birth		
Nationality		
Gender M/F		
National Insurance Number		
Passport	No.	
	Expiry date	
	Issued at	

MEDICAL RECORDS

No Medical Records pages are included in the Standard Logbook Pack, as such records would contain a lot of personal information, and might soon be out of date. However a suggested medical *proforma* is available from the Logbook Scheme at the RGS or YET.

SCREENING AND CONVICTIONS

In order to safeguard expedition leaders, members and organisers, leaders will probably be asked to sign a declaration about offences concerning young people, where this is relevant to a particular expedition. No form is included in the Standard Logbook Pack, but a suggested *proforma* is available from the Logbook Scheme at the RGS or YET.

N.B. Details of known offences are now held by The CRIMINAL RECORDS BUREAU. Individuals may request a BASIC DISCLOSURE (DBS certificate) of the information about them held by the Bureau, and this could be produced if required. For volunteers working with young people this will be free of charge. Application to the CRB is by telephone only.

The Criminal Records Bureau: Telephone: 0870 90 90 811 Website: www.crb.gov.uk

**RECORDS OF PERSONAL
EXPERIENCE AND TRAINING**

Extra copies of these pages can be downloaded from the YET website at www.theyet.org.

DETAILED RECORD OF AN EXPEDITION

Expedition Number	<i>[As on the Summary Sheet]</i>
Dates	
Organiser	
Location	
Purposes	
Your role and responsibilities	
Size of party	
Size of sub-groups	
General age of expedition members	
Expedition conditions (e.g. hot desert, mountains etc. Give relevant altitudes, depths, distances etc.)	
Summary of expedition travels and activities. (<i>add detail on other sheets if preferred</i>)	
Lessons for the future	

Reference by expedition leader

Eg. Planning, preparation, relationship with group, communication skills, management and supervision skills.

If this is not possible then the Name, address and contact numbers of the Leader should be supplied.

Leader's Name
(please print)

Signature

Date

Leader's
Telephone
Numbers

Leader's Address

GENERAL OUTDOORS EXPERIENCE

Record here any relevant personal experience in walking, wild camping, canoeing etc. in the last five years or so. **If you already use a Mountain Leader or similar log then just include photocopies of relevant pages.**

Example:

October 1999. Lake District. Walking weekend with wife and two friends. Strong winds and some rain with moderate visibility. Camped at Side Farm, Patterdale. Saturday: Grisedale-Grisedale Tarn-Wythburn-Greenup Edge-Borrowdale. Camped Stonethwaite. Sunday: Watendlath-High Seat-Castlerigg-Keswick.

COURSES AND CONFERENCES ATTENDED

Record here details of any relevant courses and conferences attended and other learning activities, which did not result in formal qualifications.

This should include any selection courses for expedition leaders.

Dates	Activity Title - with Brief Description of Content	Organiser	Use made of what you learned

OTHER SKILLS, EXPERTISE AND EXPERIENCE

Note here any other interests and experience of relevance to expedition organisers, but not formal qualifications, expedition experience or other items recorded elsewhere.

For example living in a foreign country, language skills, ornithology or other relevant hobbies, social work experience, IT expertise, survival skills and experience, personal development skills and so forth. Add extra pages if necessary.

REFERENCE SECTION

A SUGGESTED EXPEDITION EXPERIENCE AND TRAINING LADDER

Below is an example of an experience progression which could enable expedition members to gather appropriate experience for becoming a leader. Also indicated are some of the training courses which a leader might attend.

PLEASE NOTE: This chart is intended only as a guide to the sort of appropriate experience and training which might be planned. For example a Winter Mountain Leader Award would be inappropriate for leaders of desert expeditions, whereas further technical qualifications (e.g. of the RYA) should be added in some cases.

EXPERIENCE	TRAINING
Leader of large overseas expeditions	Winter Mountain Leader Award
Leader of small overseas expeditions	Advanced (Expedition) First Aid Course
Leader UK expedition	RGS/IBG Expedition Planning Course
Deputy Leader overseas expedition	People skills ("soft skills") courses; NVQ Level 3
Assistant Leader overseas expedition	Mountain Leader Award
Assistant Leader UK expedition	Technical Qualifications (E.g. Certificates of the BCU, RYA etc.)
Member of another overseas expedition (in a different area)	OCR Certificate in Offsite Safety Management
Member of an overseas expedition	Basic First Aid Course NVQ Level 2
Expeditions in UK with school or youth expedition group	Basic Expedition Leader Award Walking Group Leader Award
Early outdoor experience with family or friends, school expedition etc.	NVQ Level 1 Gold D of E or similar

COURSES & QUALIFICATIONS

Examples of the skills and qualifications which a leader might consider are the following. Obtain contact and other details from the internet, RGS GO or YET.

Adventure Education Training Award

Basic Expedition Leader Award

Driving - HGV

Driving - Off-road driving skills

Duke of Edinburgh's Award - Gold Award

Duke of Edinburgh's Award - Wild Country Assessor Accreditation

First Aid qualifications - Wilderness Medical Training

First Aid qualifications - Basic Course

Mountain Leader Award and Winter Mountain Leader Award

NVQ Level 2: Activity Leadership

NVQ Level 3: Outdoor Education, Development Training and Recreation

Off-site Safety Management Certificate (OCR)

Queen's Guide Award

Scout Association Explorer Belt

Single Pitch (Rock Climbing) Award

Small boat handling certificate (RYA) or RYA Day and Offshore Skipper Certificates

Specialist qualifications in caving, canoeing, climbing, sub-aqua etc.

Walking Group Leader Award

BS 8848 accreditation