

Girl Guides Australia
Australian Learning and
Qualification Program

CONDUCT AN EXPEDITION MODULES



GIRL GUIDES
AUSTRALIA

Conduct an Expedition

Purpose:

These modules are for Leaders or Managers to become qualified as a Leader in Charge and able to lead expeditions for Guides. There are two types of expeditions included:

- Expeditions in controlled environments
- Expeditions in wilderness environments

An **expedition** is the use of lightweight equipment for overnight shelter while participating in expedition travel. It involves carrying the food and equipment required for the duration of the activity. **When participating in an expedition a youth member must be capable of carrying a pack between 25-33% of their bodyweight.**

Expedition travel may include hiking, canoeing/kayaking, sailing craft, horse riding, bicycling, driving a four-wheel or other vehicle. One of the expedition leaders must have appropriate qualifications or expertise in the mode of transport eg holds an appropriate canoe/kayak module. The route plan must be approved by the appropriate relevant State Authority. If using a vehicle please read Guide Lines for further information.

Expeditions are often in unfamiliar environments and may involve additional risks such as negotiating uneven or slippery ground, rock hopping, negotiating obstacles such as rivers, landslides, and cliffs, coping with dangerous wildlife and inclement weather.

The nature of expeditions and expedition environments makes precise delineation between controlled and wilderness impractical. An area considered controlled may unexpectedly become wilderness (for example by radio failure or poorly maintained tracks). The intention of "controlled environment" is that there is an expectation of reduced risk factors, such as described below.

A **controlled environment** is one in which risk factors are reduced by relatively simple navigation requirements and availability of help in the event of an emergency. The following conditions will most likely apply:

- Tracks are marked or clearly defined OR the route is defined by landforms such as a river valley, gorge or beach. Basic map reading skills are sufficient to stay on the planned route.
- There is reasonable expectation of the opportunity to contact someone within a few hours in order to obtain help. This condition would usually be met in circumstances where
- there was a ranger, land owner or other person in authority on site to whom plans had been given OR
- in areas where there is mobile phone coverage OR
- when radio contact is possible OR
- in areas well used by the public OR
- on very short expeditions.

A **wilderness** area is trackless and / or remote. One or both of the following conditions will most likely apply:

- There are no defined tracks and the route is not defined by landform, necessitating more complex navigation techniques to follow a planned route.
- The area is remote with the expectation that it would take several hours to contact help in the case of an emergency.
- An expedition in a wilderness area requires a high level of competence in navigation, first aid, risk management and emergency procedures.

Before you begin:

Hold a Leadership or Management Qualification (AALP or ALQP) and *SISOOPS305A Provide First Aid in Remote Location* or *HLTAID005 Provide First Aid in Remote Situations*

Process:

A Leader / Manager wishing to complete an expedition module should

- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- have one member of staff who holds the outdoor module applicable to the type of expedition being undertaken.
- Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
- Contact the Outdoors Skills Assessor
- Print this booklet and complete the reading, training, activities and reflection exercises
- Relevant GGA Conduct an Expedition Leader training should be undertaken prior to the assessment. The training may be a course run by the State Learning & Development and/ or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all of the training. In States where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of expedition, with only minor variations. The activities are based on the things you need to do for every expedition, although they can be completed in the order that suits your expedition and team.

The Leader / Manager completes the activities for the type of expedition she is leading e.g. controlled environment or wilderness environment.

If a Leader / Manager wishes to be assessed for a different kind of expedition, then she should print the booklet again and, linked with an Outdoor Skills Assessor, complete the activities for the new type of expedition. Remember, these are activities you will have to do for every expedition anyway.

Assessment:

- For the assessment, the expedition is to be of at least one night's duration.
- An Outdoor Skills Assessor is a qualified Leader who holds the module in the same type of expedition being undertaken and will assist you with your preparation and then should visit the expedition at some stage. In circumstances when an Outdoor Skills Assessor is unavailable to visit the expedition alternative assessments arrangements with can be made prior to the expedition with agreement of all parties eg Receive evaluation from the participants.
- On successful completion of a module, you will receive a certificate noting the types of expeditions you can conduct. Further assessments are only necessary if you wish to add another type of camp or expedition to that stated.
 - A Leader or Manager who holds the module for **Controlled Environment Expeditions** can conduct
 - expeditions in controlled environments
 - (less than) 24 hour Indoor overnight stay or sleepover
 - A Leader or Manager who holds the module for **Wilderness Expeditions** can conduct
 - expeditions in both controlled and wilderness environments
 - (less than) 24 hour Indoor overnight stay or sleepover
 - **With State Approval** a Leader or Manager who holds the **Expedition Module** can conduct
 - outdoor camps at bush campsites
 - outdoor camps at established campsites
 - indoor camps

Recognition of Prior Learning

Recognition of prior learning can only be given for the **same type of expedition** as the module being assessed. Automatic RPL is listed below. The Outdoor Skills Assessor may grant further RPL on an individual basis, according to the qualifications and experience of the person being assessed.

Prior Experience		Exempt from Module Activities	Exempt from Training
<p>Expedition Trefoil 3 Holders</p>	Who have been LIC of an expedition in a controlled environment in the last 3 years.	<ul style="list-style-type: none"> Expedition Basic Skills: Activity 1, 2, and 4 	<ul style="list-style-type: none"> SISOOPS305A Provide First Aid In Remote Location or HLTAID005 Provide First Aid in Remote Situations if holding a current certificate
<p>Australian Scouting Leaders</p> <p>Who have completed campcraft training (the level at which this is completed varies from State to State, so please check)</p>	Who have been LIC of an expedition in a controlled environment in the last 3 years.	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> SISOOPS305A Provide First Aid In Remote Location or HLTAID005 Provide First Aid in Remote Situations if holding a current certificate GGA Leader Training for expeditions in controlled environments
	Who have been LIC of an expedition in a wilderness environment in the last 3 years.	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> SISOOPS305A Provide First Aid In Remote Location or HLTAID005 Provide First Aid in Remote Situations if holding a current certificate GGA Leader Training for expeditions in wilderness environments
<p>Industry Standard Qualification</p> <p>Who have records that can be produced during RPL process.</p>	Certificate III or IV in Bushwalking	<ul style="list-style-type: none"> All module activities Must complete reading 	<ul style="list-style-type: none"> SISOOPS305A Provide First Aid In Remote Location or HLTAID005 Provide First Aid in Remote Situations if holding a current certificate GGA Leader Training depending on their current Certificate Qualification

As this is a national program, Leaders who gained the module in one Australian state do not have to be re-assessed when moving to another state.

Many skills in these modules are also part of the national training package for Outdoor Recreation. Leaders may be able to gain recognition of prior learning with a Registered Training Organisation for qualifications in this training package.

Expedition Basic Skills

This section must be completed before you begin work on the Conduct an Expedition section. You only need to complete this part once. You will receive recognition of prior learning (RPL) should you choose to complete an outdoor module in another type of camp or expedition.

Reading to complete and discuss with Outdoors Skills Assessor:	Leader to record date completed	OSA initial & date
GGA Leader's Handbook: Chapter 5, <i>Implementing the Seven Fundamentals of the AGP - Exploring the Outdoor</i>		
GGA Leader's Handbook: Chapter 7, <i>Your role in safety and risk management</i>		
Guide Lines: https://www.guidelinesforgirlguides.org.au/guide_lines/guiding/outdoors-overview/		

External Training to complete:	
SISOOPS305A <i>Provide First Aid in Remote Location</i> or HLTAID005 <i>Provide First Aid in Remote Situations</i>	<i>Provide a copy of the "Statement of Attainment" to your State Office.</i>

Activities to complete:		Signature & Date
1. Visit the website Leave No Trace http://lnt.org.au/ and note how to manage your outdoor activities to minimise impact on the environment. Discuss this with Unit Leaders. <i>Discuss implementation with your Outdoor Skills Assessor and ask her to sign your passport.</i>	Notes from website visit: Key points from discussion:	<i>Outdoor Skills Assessor</i>
2. Lead an activity for Guides designed to raise their awareness of minimum impact practices.	Activity used:	<i>Outdoor Skills Assessor</i>
3. Demonstrate the following knots: <ul style="list-style-type: none"> • Reef Knot • Sheet Bend • Clove Hitch • Round Turn & Two Half Hitches 	Demonstration to Outdoor Skills Assessor.	<i>Outdoor Skills Assessor</i>

Activities to complete:		Signature & Date
<p>4. Be part of the leadership team for a Guide expedition.</p> <p><i>Discuss your role with the Leader in Charge of the expedition.</i></p>	<p><i>Notes from your discussion with the LIC.</i></p>	<p>Leader in Charge of the Expedition</p>

Reflection on learning followed by discussion with Outdoor Skills Assesor	Signature & Date
<p>What camping or other skills did you learn from being part of the Leadership team for a Guide expedition?</p>	<p>Outdoor Skills Assessor</p>

Conduct an Expedition

This section must be completed for each type of expedition, unless you are automatically credited with that kind of expedition. For example: a Leader or Manager who has been assessed for *Conduct a Wilderness Expedition* does not need to be assessed for *Conduct an Expedition*.

Reading to complete and discuss with Outdoors Skills Assessor:	Leader to record date completed	OSA initial & date
GGA <i>Hiking & Lightweight Camping</i> resources		

GGA Training to complete (according to State needs):	Leader to record date completed	OSA initial & date
Refer to 'Process' on page 2		
GGA Conduct an Expedition Training OR		
GGA Outdoor Bush Camp Leader Training and individual Expedition Leader training with a mentor		

Activities to complete:	Signature & Date
<p>Plan an Expedition</p> <p>1. Select expedition leadership team and any activity instructors ensuring one member of staff holds the outdoor module applicable to the type of expedition being undertaken and discuss their roles.</p> <p><i>Discuss safety ratios and activity instructors qualification with your Outdoor Skills Assessor</i></p>	<p><i>Notes from discussion:</i></p> <p>Outdoor Skills Assessor</p>
<p>2. Discuss your involvement in the expedition that you took part in, for the Expedition Basic Skills, item 4.</p> <p><i>Discuss your role with the Outdoor skills Assessor.</i></p>	<p><i>Details of the expedition:</i></p> <p>Outdoor Skills Assessor</p>
<p>3. With group members, decide on the aim and purpose of the expedition</p>	<p><i>Note aim and purpose here:</i></p> <p>Outdoor Skills Assessor</p>
<p>4. With the Guides and other Leaders, plan a suitable expedition route and include when submitting GGA forms.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • <i>Choice of route</i> • <i>Consultation with the Guides</i> • <i>Abilities of the group members</i> • <i>Estimating time required for the distance to be travelled</i> • <i>Use of the Patrol System and girl decision making</i> • <i>How the Promise and Law is included in the program</i> • <i>Your plans to minimise environmental impact</i> • <i>Contingency plans.</i> • <i>Emergency contacts</i> 	<p><i>Attach route plans.</i></p> <p><i>Key points from the discussion</i></p> <p>Outdoor Skills Assessor</p>

<p>5. With the group, plan food and water requirements for the expedition.</p> <p><i>Discuss adjustments made for special diets, allergies and religious beliefs.</i></p>	<p><i>Attach menu, food and water stores list</i></p>	<p>Outdoor Skills Assessor</p>
<p>6. Prepare a budget for the expedition.</p> <p>In most expeditions, participants purchase and carry their own food, so the budget may simply be for transport, hire of personal location beacon & expedition fees.</p>	<p><i>Attach budget</i></p>	<p>Outdoor Skills Assessor</p>
<p>7. Obtain relevant permits and complete booking forms.</p>	<p><i>Attach a copy of the forms</i></p> <p><i>Note the facilities available at the campsite or any restrictions eg fire.</i></p>	<p>Outdoor Skills Assessor</p>
<p>8. Prepare a Risk Assessment Plan for Events Camps (ADM56B).</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> • <i>Allergy and dietary requirements</i> • <i>Food safety</i> • <i>Weather (inc fire, flood, cyclone, storms, extreme temperatures)</i> • <i>Hygiene / sanitation arrangements</i> • <i>Adventure activities</i> • <i>Agreed safety measures</i> • <i>Navigation skills of participants and becoming lost</i> • <i>Emergency plans eg in the event of an injury/illness</i> • <i>Signalling for help by using an easy to use form of technology such as a 'Spot Gen3 personal satellite GPS messenger, tracker & locator'.</i> <i>NB If the expedition is a Duke of Edinburgh Adventurous Journey it is a requirement that you will use both an emergency locator device such as a Personal Locator beacon (PLB) and appropriate two-way communication such as a mobile phone and/ or Satellite Phone , or hand held UHF radios.</i> • <i>Emergency contacts</i> 	<p><i>Attach risk assessment plan:</i></p> <p><i>Key points from the discussion:</i></p>	<p>Outdoor Skills Assessor</p>
<p>9. Notify no less than One Month prior to the activity date the District Manager (or relevant State Authority) of your intention to camp and/or participate in adventure-based activities (using OUT.01 Camp/Adventure-based/Event Application/Notification form). Include the risk assessment plan.</p>	<p><i>Attach a copy of the forms</i></p>	<p>Outdoor Skills Assessor</p>
<p>10. Prepare a newsletter outlining expedition details for the Guides and their families including the GGA forms required.</p> <p><i>Show your Outdoor Skills Assessor how you have organised the returned forms.</i></p>	<p><i>Attach a copy of newsletter and forms.</i></p>	<p>Outdoor Skills Assessor</p>
<p>11. Consider transport arrangements for participants and equipment.</p>	<p><i>Attach transport arrangements</i></p>	<p>Outdoor Skills Assessor</p>

Activities to complete:		Signature & Date
Conduct the expedition		
3. Implement the expedition	<p><i>Attach 6 photos of the group during the expedition or discuss at the expedition with the Outdoors Skills Assessor.</i></p> <p><i>Note any changes made to the route:</i></p> <p><i>With your Outdoor Skills Assessor, discuss safety, management of unexpected incidents and maintaining good morale.</i></p>	Outdoor Skills Assessor
4. Manage the health and hygiene of the group.	<p><i>Notes from the discussion:</i></p> <p><i>With your Outdoor Skills Assessor, discuss prevention of heat exhaustion, dehydration, hypothermia, fatigue and managing sanitation.</i></p>	Outdoor Skills Assessor
5. Prepare meals, manage fire safety (if applicable) and cooking equipment.	<p><i>Attach a photo of participants cooking or discuss at the expedition with the Outdoors Skills Assessor.</i></p> <p><i>Discuss with your Outdoor Skills Assessor</i></p>	Outdoor Skills Assessor
6. Manage a temporary campsite	<p><i>Attach a photo of your campsite: or discuss at the expedition with the Outdoors Skills Assessor.</i></p> <p><i>Key points from the discussion:</i></p> <p><i>Discuss the following with your Outdoor Skills Assessor</i></p> <ul style="list-style-type: none"> • <i>Selection of site</i> • <i>Minimum environmental impact practices</i> • <i>Food and water storage</i> • <i>Wood and water collection</i> • <i>Waste disposal</i> 	Outdoor Skills Assessor
7. Conduct an emergency drill.	<p><i>Note the details in the Camp Report.</i></p>	Participant

Evaluate the expedition and complete reports

<p>1. Evaluate the expedition with the group members.</p> <p><i>Add personal evaluation notes to your expedition plans for future reference. Discuss with your Outdoors Skills Assessor.</i></p>	<p><i>Notes from evaluation with participants:</i></p>	<p>Outdoor Skills Assessor</p>
<p>2. Finalise the accounts and prepare a financial statement for your District Manager.</p> <p>The money can be receipted and recorded in the normal way in Unit accounts. The financial statement should show actual income, actual expenses and profit / loss related to the camp.</p>	<p><i>Attach a copy of the financial statement.</i></p>	<p>District Manager</p>
<p>3. Prepare a Camp/Adventure-based Event Report (OUT.03) for the District/Region Manager.</p>	<p><i>Attach a copy of the OUT.03 form.</i></p>	<p>District Manager</p>
<p>4. Arrange for the suitable retention of forms.</p>	<p><i>Note where forms are stored:</i></p>	<p>District/Region Manager</p>
<p>5. Arrange a discussion with your Outdoor Skills Assessor to receive feedback.</p> <p><i>Discuss with your Outdoor Skills Assessor:</i></p> <ul style="list-style-type: none"> • <i>What was successful</i> • <i>What you would do differently next time</i> • <i>Any change to the route and the reason the changes were made eg weather.</i> • <i>Her hints and tips for future expeditions.</i> • <i>Her suggestions for additional skills</i> 	<p><i>Key points from the discussion:</i></p>	<p>Outdoor Skills Assessor</p>

Reflection on learning followed by discussion with Outdoor Skills Assessor:	Signature & Date
What have your Guides gained from participating in this expedition?	<i>Outdoor Skills Assessor</i>
What did you learn to help you next time?	<i>Outdoor Skills Assessor</i>

Endorsement Procedure:

- Expedition modules require endorsement every three years.
- **A module will be automatically endorsed when all the following have been completed:**
 - **Your OUT.01 and ADM56B (Risk Assessment Plan) form is received in the required time frame before the expedition.**
 - **You are the Leader in Charge of the same type of expedition as the module.**
 - **Provide First Aid or equivalent certificate is current.**
 - **The Camp/Adventure-based Event Report form OUT.03, endorsed by the District Manager or relevant State Authority, is received at State Office within one month of the expedition.**
 - **The endorsement due date will be extended by 3 years from the date of each appropriate expedition for which you are the Leader in Charge.**
- If you have not been the LIC of an expedition for more than 3 years, you can gain endorsement by planning, conducting and evaluating an expedition of this kind and sharing your preparation and evaluation with an Outdoor Skills Assessor. If you do not meet this endorsement requirement, you may be endorsed for the kind of expedition for which you have been LIC. For example, if you hold the Expedition in a Wilderness Environment module but have only conducted an Expedition in a Controlled Environment in the last three years, you will be endorsed for an Expedition in a Controlled Environment.

Completion of Expedition Module

This form is for notifying State Office of the completion of an Expedition Module.

PERSONAL DETAILS		
Preferred Title:	Given Names:	Surname:
Previous surname (if ever appointed or warranted under that name):		
Address: State: Postcode:		Email:
Phone (BH): ()	Mobile: ()	
Phone (AH): ()	Fax: ()	
Date of Birth:	Membership No:	Expiry: / / 20

MODULE ACHIEVED (please circle)	
Conduct an Expedition in a Controlled Environment	Conduct an Expedition in a Wilderness Environment

CONFIRMATION	
I have completed the requirements for the module and have read and understood the endorsement conditions.	Signature: Date:
As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed.	Name: Membership No: Signature: Date:

FOR OFFICE USE ONLY	
Date records updated:	Updated by:
Certificate sent date:	Certificate sent to: