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FTOG - Formation Training Officers Group.

Training Bulletin No. 2

Taking Groups away – (TGA-S/O, TGA-1, TGA-2 & TGA-E).

This bulletin covers changes to the operational procedure for gaining and maintaining any of the Taking Groups Away qualifications. The changes are deemed to be needed to ensure the consistency of the award of these qualifications and to ensure leaders maintain their level of skills by using them regularly and being assessed on Camp so that our members and leaders are safeguarded against poor practice. Qualifications will now be valid for 5 years and can be extended for a further 5 years when leaders undertake a responsible position on camps, and submit to NHQ a Personal Progress report assessed by the leader of that camp.

The training for **TGA- S/O (Sleep overs) and TGA 1 (in Accommodation)** will remain as it is now and the criteria for their being awarded to leaders will remain unchanged. That is attendance at a TGA1 training theory course plus the Sleep Over module. These can be extended for a further 5 years as stated.

The award of a **TGA-2 qualification** will change. Prior to attending a TGA-2 training theory course applicants must submit a **TGA pre-training experience form**. Having completed the training the Course Trainer will, using the pre-course experience and information evident on the course to identify any additional training required prior to an assessment on camp by an existing TGA-2 holder before a TGA-2 qualification is awarded. This training will be prescribed on a **TGA Individual Assessment Criteria form**. The qualification will be valid for 5 years and can be extended for a further 5 years as stated.

We are introducing a new qualification, **TGA-E (Taking groups away on Expeditions)**. This will allow our leaders to supervise Expeditions for the DofE award or Brigade expeditions. The DofE have now ceased to be responsible for the recognition of leaders as Supervisors. The role carries a high level of responsibility for the Health and Safety aspects of expeditions so in order to protect leaders, members and our organisation we are making these changes. The role of Supervisor does not need the full range of training that our TGA-2 course offers but a Supervisor needs to understand the Brigades rules, paperwork and the correct way to inform NHQ that members and leaders are undertaking an expedition. To become a Supervisor a leader **MUST** undertake the DofE EAST course (Expedition Assessors and Supervisors Training), take our new TGA-E course, Shadow an existing Supervisor and Complete an APEL (E&C) (Expedition and Camping). This final step is to ensure that all our Supervisors (Experienced or new) can demonstrate their competence. This APEL (E&C) will be recognizable to all leaders but has different assessment criteria to the Leadership Certificate APEL. The process is identical.





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D of E	Bronze	Silver	Gold
Supervisor	Undertake D of E EAST course	Undertake D of E EAST course	Undertake D of E EAST course
	TGA-E course (Taking Groups Away on Expedition)	TGA-E course (Taking Groups Away on Expedition)	TGA-E course (Taking Groups Away on Expedition)
	Shadow a supervisor in 1 expedition at any level and Basic APEL (E&C)	Supervise or Shadow 2 Expeditions and Intermediate APEL (E&C)	Supervise or Shadow 2 Silver Expeditions and Advanced APEL (E&C)

The role of DofE Assessor will still be awarded by DofE but leaders will be required to shadow an existing Assessor (or undertake assessments at a lower level) and demonstrate their competence by an APEL (E&C) or by holding a recognized Hill walking leadership award. These are difficult and expensive to achieve so we do not wish to insist our leaders hold them.

D of E	Bronze	Silver	Gold
Assessor	Undertake DofE EAST course and DofE Accredited.	Undertake DofE EAST course and DofE Accredited.	Undertake DofE EAST course and DofE Accredited.
	Shadow Assessor (1 expedition)	Shadow Assessor (2 expeditions)	Active Silver Assessor
	Basic APEL (E&C) or Lowland Leader Award	Intermediate APEL (E&C) or Hill and Moor Award	Advanced APEL (E&C) or Mountain Leader Award

In addition a new form will be available for leaders to submit to NHQ prior to any expedition being authorized. This form, **TGA-E DofE Expedition Notification Form**, is derived from our existing TGA Application Form and the DofE Expedition Green card and should be submitted to NHQ 3 weeks prior to the expedition.

All these qualifications are valid for 5 years and can be extended at any time by leaders completing a **TGA Personal Progress report**. This should be assessed and signed off by the leader of the camp for TGA-S/O, TGA-1 and TGA-2. The TGA-E Personal Progress report should be sent to a member of FTOG for assessment and signing off.

John Corbishley – Chair of FTOG, (Formation Training Officers Group)

5th December 2022.



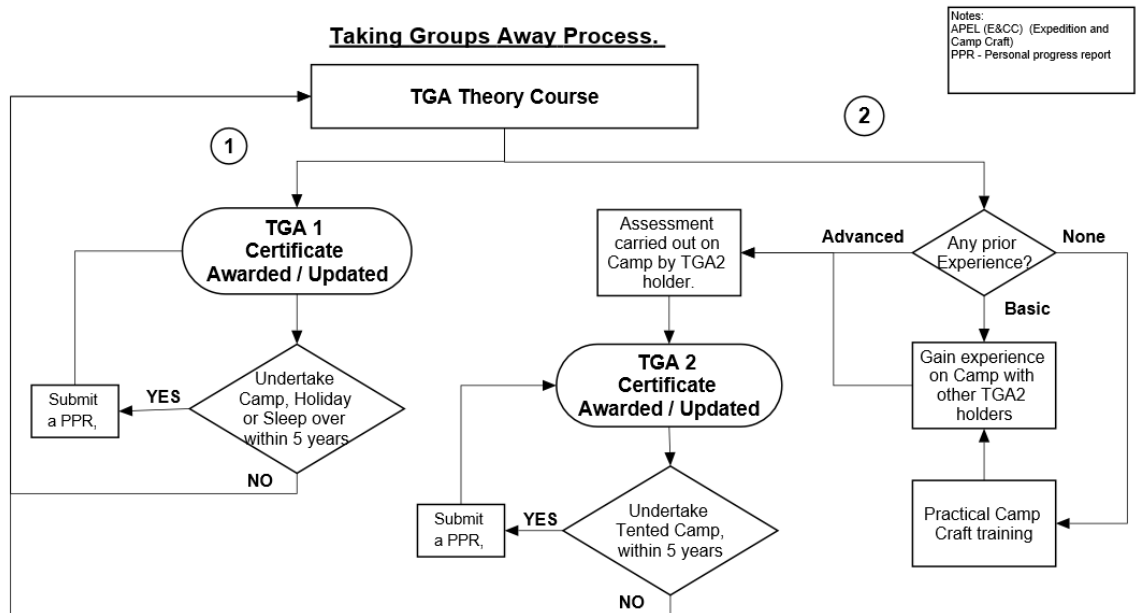


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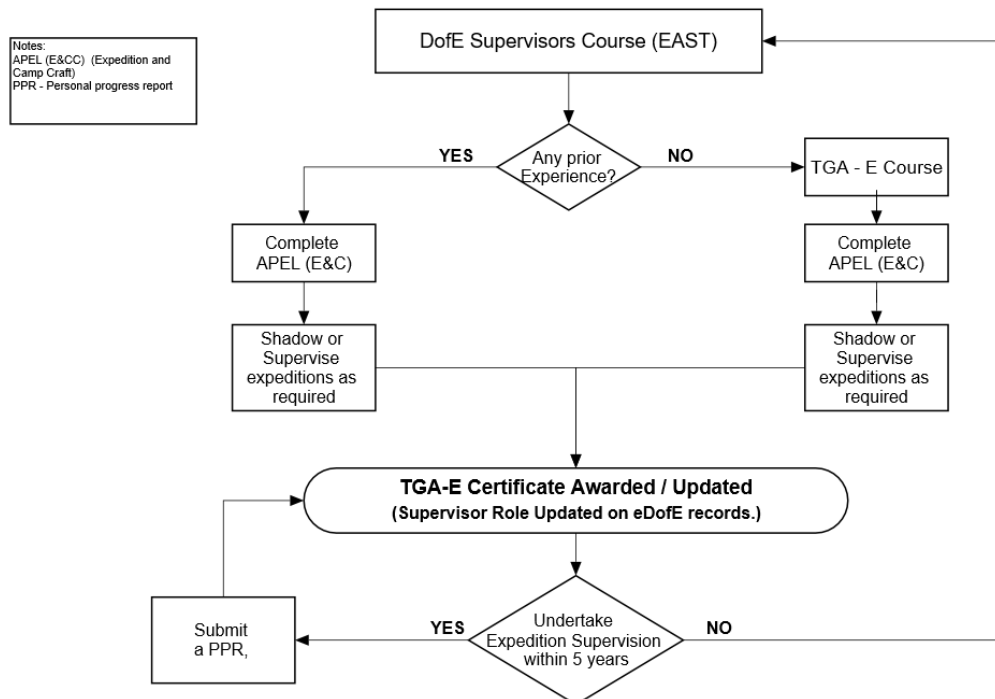
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Appendix 1

Process Flowcharts



Supervisor for Duke of Edinburgh's Award Expeditions.





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Appendix 2

Forms

- APEL (E&C)
- APEL (E&C) Help Sheet
- TGA Pre-Training Experience Form
- TGA Personal Progress Report
- TGA-E DofE Expedition Notification Form

