

**The Hong Kong Award for Young People
Expeditions Section Panel
Expeditions Instructor Central Registration Scheme (CRS)**

Operation Guidelines

A) Purpose

Expeditions Instructor Central Registration Scheme (CRS) aims to improve the standard and quality of AYP Expeditions Instructors and enhance their legitimacy among Operating Authorities (OAs). It also aims to assist and encourage OAs to flexibly use of the existing manpower resources in AYP to organize Expeditions courses.

B) Operating Unit

The operating unit, Central Registration Unit (CRU), is under the governance of Expeditions Section Panel and its members are appointed by Expeditions Section Panel Convener. Members include 1-4 representatives from Expeditions Section Panel and 1-2 instructor or staff representatives from all OAs (staff representative not more than 1 person). CRU Convener shall be selected within the CRU by vote from its members and CRU Secretariat will be headed up by the Award Office.

Instructor representatives of the CRU must be CRS registered instructor with more than 10 years of experience as Expeditions Instructor.

Terms of reference for the CRU:

- i. To operate the CRS
- ii. To keep constant review of the CRS and give recommendations for amendments to respective Panel and Committee as and when necessary.

C) Registration Procedure

All OAs are eligible to nominate their own Expeditions instructors to join the CRS. Registration Form of the CRS may be downloaded from the AYP website www.ayp.org.hk. Applicants should complete and return the Registration Form to be signed by the OA concerned, together with registration fee and supporting document/Record Form to the CRU Secretariat. The Registration Procedures normally take about 3 months. The tenure of registration is three calendar years. Upon expiry, those registered Expeditions Instructors may start to apply for re-registration six months before the expiry date. It should be noted that late application for re-registration for over six months after the expiry date would not be entertained.

D) The Tenure of Registration

Under normal circumstances, the tenure of registration will last for 3 calendar years. Re-registration is required upon the date of expiry.

E) Registration Criteria

i) Existing Expeditions Instructor

In order to be registered under the CRS, those existing Expeditions instructors must attend a Briefing Session organized by the CRU and they must be nominated by one of the OAs of the Hong Kong Award for Young People. For the existing Expeditions instructors, their application for registration should reach the CRU Secretariat on or before 30th June 2007. Otherwise, it is likely that they will be considered as “New Expeditions Instructor” or their application will be considered by the CRU on a case-by-case basis.

(Existing Expeditions Instructor are those instructors who are:

- i. appointed by OAs before 1st January 2005, or
- ii. received Expeditions instructor training before 1st January, 2005 and appointed by OAs after completion of the training.)

ii) New Expeditions Instructor

Starting from 1st January 2005, all AYP Expeditions Instructors Training Courses organized by OAs should be designed according to the “Guidelines on Training Expeditions Instructors/Assessors” as stated in the Award Handbook (Rules & Regulations). Course information must reach the CRU at least two months before the course commences if the OA concerned would like to have their newly appointed Expeditions instructors to be registered under the CRS. It should be noted that the course organizer should arrange no less than one hour in the course for the CRU to introduce the aim and operation of the CRS to the participants. Members of the CRU will pay visits to the course with the aim to ensure that the course is running according to the aforesaid guidelines. Upon completion of the course, the OA concerned may nominate their newly appointed instructors to join the CRS.

(New Expeditions Instructors are those instructors who received Expeditions training after 1st January, 2005)

iii) Re-Registration

In order to be re-registered, those registered Expeditions instructors must have at least 30 hours of service in conducting Expeditions Training and attending Expeditions related self-enhancement training during the tenure of registration. However, they should have at least 10 hours of Expeditions service and 5 hours of self-enhancement training. The OA concerned needs to certify the service and self-enhancement training attendance record of their appointed Expeditions Instructors before nominating them to the CRU for re-registration.

Remarks: 1. Under normal circumstances, the service record of outdoor training is counted as follows: -

- a) 4 hours for a half-day outdoor activity
 - b) 8 hours for a whole day outdoor activity
2. Self-enhancement training should be related to Expeditions Section. For enquiries, please call the CRU secretariat.

iv) Registration for Upgraded Expeditions Instructors

For those registered Expeditions instructors who would like to upgrade their status as higher-level instructors, they must follow the “Guidelines on Training Expeditions Instructors/Assessors” stated in the Award Handbook (Rules & Regulations). Those up-graded Expeditions instructors are required to inform the CRU by completing the Registration Form, which may be downloaded from the AYP website.

v) Registration under special circumstances

For application other than the above categories, CRU will consider it on a case-by-case basis.

F) Proof of Registration

All successful registered instructors will be informed by CRU in writing and Expeditions Instructor I.D. Cards will be issued to them, which bear their name, registration number, level of instruction and expiry date of registration.

G) Appeal on Registration

Any Expeditions Instructors who may want to make an appeal against any registration result must be direct to Expeditions Section Panel in writing.

H) List of Registered Expeditions Instructor

List of registered instructors will be uploaded to AYP Website publicly. Information will include name of instructor, registration number, registration expiry date, level and OA.

I) Registration Fee

First Registration	:	Free of charge
Re-Registration	:	Free of charge
Up-grade Registration	:	Free of charge
Re-issue of Registration	:	HK\$50

J) Future Plan

It is our aim to put into effect that all AYP Expeditions Instructors must be registered under the CRS before they are eligible to conduct AYP Expeditions Training Courses after 5 full years trial run of the CRS.

K) Amendment of CRS Operation Guidelines

The respective Committee may amend the CRS operation guidelines with reference to the recommendation of the CRU.

L) Appendix

CRS Registration Form