

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

Note for Applicants

1. 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. 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.

2. 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.

3. Registration Criteria

i) New Instructor Registration

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. Upon completion of the course, the OA concerned may nominate their newly appointed instructors to join the CRS.

ii) 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. If the instructor registered more than 1 specialty, service records for all specialties are counted altogether.
 3. Self-enhancement training should be related to Expeditions Section. For enquiries, please call the CRU secretariat.

iii) Registration to a New Specialty

Registered Expeditions instructors who wish to register to a new specialty are required to be trained according to the “Guidelines on Training Expeditions Instructors/Assessors” stated in the Award Handbook (Rules & Regulations). Upon completion of the training, the OA concerned may appoint them as Instructor of that specialty and nominate them to the CRU for registration.

iv) Registration for Up-graded Instructors

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. Up-grade for different specialties should be arranged separately.

v) Registration Under Special Circumstances

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

4. Registration Fee

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

5. Registration Proof

All registered instructors will be informed by CRU & a proof with registration date will be issued.

6. Appeal on Registration

Instructors may appeal to Expeditions Section Panel against any registration result. Written letter must be submitted for making such appeal.

For enquiries, please contact CRU Secretariat. (Tel : 21578610 E-mail : award@ayp.org.hk)