

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #40

09 NOVEMBER 2023 – 10:00-11:30

ONLINE

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance:

Stephen Scorer (SS) – BCAB Committee Chair

Lee Pooley (LP) – BCAB Responsible Officer

Graham Lyon (GL) – BCAB Committee Member

Katy Joy (KJ) – BCAB Committee Member

Karen Bagshaw (KB) – Qualifications Administrator

Apologies:

Barry Wade (BW) – BC Director of Digital Transformation and IT

2. CHAIR'S WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting.

All the Delivery Centre audits have now been completed. The new BCAB EQA had attended the Canoe Wales audit as part of his training. Both BCAB EQAs will be joining us for the December Committee meeting.

The Safety Conference is taking place on 15th November 2023. British Canoeing (BC) is currently considering further collaboration on how we can ensure safety for those under the umbrella of BC, in particular, novice and new paddlers, as there has been a significant increase in RNLI callouts and incidents reported.

BC is currently developing a standard for deployment policy, in consultation with clubs and committees.

ACTION 1: LP to share the draft document with the Committee members when completed. End date to be confirmed.

Water Skills Academy (WSA)

The WSA is going into liquidation. As a result of this, BCAB is currently working with them to introduce a membership package for its current members, which will be free of charge for the first 12 months. With regard to WSA qualifications, BCAB has been approached with regard to transferring these so LP has asked that the WSA qualification documents are sent to him.

ACTION 2: LP to keep BCAB Committee members informed of any developments.

3. DECLARATIONS OF INTEREST

None declared.

4. ANNUAL STATEMENTS OF COMPLIANCE

4.1 Ofqual

There are three lines of enquiry for this year's SOC:

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|--------|--|
| KLOE 1 | Organisational stability |
| KLOE 2 | Preventing and managing malpractice and maladministration |
| KLOE 3 | Capability and capacity to develop and maintain qualifications |

The Finance Director has provided information for KLOE 1. The Director of Digital Transformation and IT has provided specific information with regard to AI for KLOE 2.

LP and KB have produced draft submissions and, once these have been completed, BCAB will email them to Committee members for comment.

ACTION 3: BCAB to send BCAB Committee members the draft SOC's for comment.

Timeline for the regulator submissions:

- Committee member comments to be received by BCAB by 19th November;
- Submission sent to Governance and Risk Committee by 21st November;
- Sign off by BCAB Committee and Chair on 20th December;
- Submission to be sent to Professor John Coyne for authorisation on 20th December;
- Approved submission to be submitted on the Ofqual portal by 22nd December.

4.2 CCEA

CCEA has requested a report on face-to-face visits with CANI for 2023.

There have been three visits to CANI this year. A report has been drafted with supplementary information included. BCAB is keen to demonstrate that it has a supportive, working relationship with CANI. This report will be emailed to CCEA as requested.

5. PROPOSED CHANGES TO THE QUALITY ASSURANCE DOCUMENTATION (document sent prior to meeting)

Since the introduction of these documents due to CASS requirements, BCAB now thinks its requirements have changed and therefore the current quality assurance document needs an amendment.

Currently there are a number of significant quality assurance processes that Delivery Centres (DC) are expected to meet, which includes sampling. At present, if an audit report includes BCAB recommendations, the DC is given a 'medium' risk rating. BCAB now considers this to be inappropriate and would like to revise this rating to 'low'. There is also no incentive for DCs to work towards becoming a low-risk centre as sample sizes are the same. The newly introduced sample touch points also need to be considered by this Committee.

The proposed changes document had been received by this Committee prior to the meeting. Committee members agreed with the proposed amendments and these were approved. It was agreed that, moving forwards, these documents should be reviewed every 2 years.

ACTION 4: LP to implement the changes.

6. AWARDING BODY SELF-ASSESSMENT REVIEW

A new SAR had been created with the addition of 'core' and 'supplementary' columns. The Conditions had been copied from Ofqual's website to ensure accuracy. There are two areas outstanding:

- i) Condition G1 – Setting the assessment.
Add working party groups' roles and responsibilities into the qualification review document, including stakeholders.
- ii) Condition G8 – Completion of the assessment under the required conditions.
Consider AI – tutors/pre-assessment tasks.

The above points have been added to the agenda for the next BCAB internal meeting on 9th November 2023.

7. ANY OTHER BUSINESS

7.1 Minutes of the Last Meeting

The Minutes of the last meeting (18th July 2023) were approved as an accurate record.

7.2 BCAB Committee Skills Mapping exercise

It was agreed that the skills mapping exercise should be reviewed regularly and refined as appropriate. The Curriculum section will probably change most frequently but succession, long-term planning and absences should also be considered.

ACTION 6: Periodically, LP to review the document and amend as necessary.

8. DATE OF NEXT MEETING

Arranged for 20th December 2023, 10:00-13:00.

Part of this meeting will be led by the BCAB EQA who will present the EQA yearly report. The formal sign-off of the regulators' Statements of Compliance will also take place.