

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #41**

**20 DECEMBER 2023 – 10:00AM–13:00PM**

**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

Darren Sherwood (DS) – BCAB EQA

Chris Evans (CE) – BCAB EQA

Karen Bagshaw (KB) – Qualifications Administrator

**2. CHAIR'S WELCOME AND OPENING REMARKS**

LP welcomed all to the meeting. CE has joined the meeting this time as a newly appointed BCAB External Quality Assurer.

The WSA Stand Up Paddleboard Instructor has been mapped to the BCAB Level 1 SUP Instructor Award.

**Policy for hybrid APL process.** LP has developed a pathway for Foundation SUP Instructor and SUP Instructor. If anyone holds these certificates and can prove authenticity, have undergone safeguarding training and the BCAB Instructor eLearning, they will be able to go straight to assessment. Applications will be timebound and administered by the Delivery Centres as guidance has been given.

This year has been a tough trading year for everyone, although our certifications are up this year with a late surge of paddlers going through assessment.

### 3. DECLARATIONS OF INTEREST (DOI)

DOI forms were sent out with this meeting's Agenda. One had been returned.

**ACTION 1:** Could Committee members ensure they complete and return the DOI form.

### 4. MINUTES OF PREVIOUS MEETING – 09 NOVEMBER 2023 (#40)

#### 4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 09 November 2023 meeting	Responsible person	Status
1	Standard for deployment. LP to share the draft document with Committee members when completed.	LP	This will be completed early 2024
2	Water Skills Academy liquidation. LP to keep BCAB Committee members informed of any developments.	LP	Update Committee members at this meeting.
3	BCAB 2023 Statements of Compliance. BCAB to send BCAB Committee members the draft SOC's for comment.	LP/KB	Completed 10/11/2023
4	Proposed changes to BCAB Quality Assurance documentation. LP to implement the changes.	LP	Completed
5	It was noted that there was not always guidance offered by Ofqual on their website for the Conditions of Regulation. KB to add a narrative to the SAR to reflect this.	KB	Completed 30/11/2023
6	BCAB Committee Skills Mapping exercise. Periodically, LP to review the document and amend as necessary.	LP	To complete every 2 years (July 2025). To be review prior to sending out.

**ACTION 2:** The Minutes of the last meeting to be amended by KB as follows:

- Page 1, paragraph 1, element 3 – ensure safety for stand up paddleboarders. This should be amended to read ‘for those under the umbrella of British Canoeing’.
- Page 2, Action 1, proposed date? Did not know when consultation was going to end so add ‘end date tbc’.
- Item 4.2 CCEA. Does not appear in the action tracker so needs to be added and marked as closed.
- Item 6, Condition G1 – SAR does not appear in the action tracker so needs to be added. The date, version and issue state November 2022. Look into and align.
- Item 6 – meeting date of 14<sup>th</sup> November stated and should read 9<sup>th</sup> November.

## **5. MATTERS ARISING (Not covered by the Agenda)**

## **6. AWARDING BODY ADMINISTRATION**

### **6.1 Summary of Action Tracker**

KB presented the BCAB Committee Action Tracker to the meeting.

## **7. BRITISH CANOEING COACHING AND QUALIFICATIONS**

### **7.1 Update and progress verbal report**

The Safety Awards review is now complete with new awards launched, including the White Water Safety suite. The Technical Groups have undertaken a significant amount of work to get us to this point and their voluntary work and time is much appreciated.

Slight amendments have been made to the Level 1 Paddlesport Instructor Award with regard to appropriate manual handling and the Level 3 Coach Award with regard to emergency and rescue skills, and this documentation is now live and Delivery Centres have started to inform Providers. It is important to emphasise that these amendments do not require Providers to retrain.

An additional pathway for the Racing Coach has been announced. This will be for Sheltered Water and Moderate Water and is an environmental change only, with no change to the assessment. For those who have been awarded the Sheltered Water Coach, if they would like to be assessed in Moderate Water, they can go straight to assessment without undertaking any more training.

In 2024, the Level 4 Performance Coach Award is due for review. This was originally postponed due to a lack of numbers. As there are less paddlers registering for this Award, how we market it needs to be considered. In terms of deployment, many people going through the Level 3 Coach Award are choosing several pathways so are not choosing to move on to the Level 4 qualification.

## **8. AWARDING BODY WORK**

### **8.1 Ofqual Statement of Compliance 2023 – final sign off**

Prior to approval by the British Canoeing Chair of the Board, the BCAB Committee need to agree its content.

The Minutes formally confirm that the BCAB Committee members approved the content of the 2023 BCAB Statement of Compliance for the regulators and the CCEA 2023 report and agreed to it being forwarded to the Chair of the Board for final approval.

**ACTION 3:** Moving forwards, LP and KB to consider how the Statement of Compliance (SoC) is written. Draft SoCs are archived which evidence the sharing of best practice.

NGB SoC submissions are not open source. LP sits on an AO forum for CIMSPA and will raise as a suggestion for NGB's to share their practice in this area.

**ACTION 4:** LP to look into this.

### **8.2 CCEA Compliance 2023 – BCAB face-to-face support for CANI 2023**

Created in letter format, BCAB Committee members agreed to its content and were happy for it to be sent to the Chair of the British Canoeing Board for final approval.

**9. EXTERNAL QUALITY ASSURANCE (EQA) YEARLY REPORT – Darren Sherwood  
(BCAB External Quality Assurer)**

Risk ratings for Delivery Centres will be assigned as High/Medium/Low. Evidence is triangulated with BCAB held data to assign a risk rating for the Delivery Centres:

- High Risk Delivery Centres will have significant monitoring with two audits throughout a twelve-month period, and all policies reviewed.
- Medium Risk Delivery Centres will have increased monitoring with an annual audit and all policies reviewed.
- Low Risk Delivery Centres will have an annual audit and selected policies reviewed.

Darren Sherwood (DS) presented his EQA Annual Report.

**Delivery Centre Audits 2023 - LP**

The audits were carried out in October/November 2023 and are undertaken over a full day, with Delivery Centres providing data to BCAB prior to the meeting.

**10. BCAB MALPRACTICE AND MALADMINISTRATION RISK REGISTER**

To strengthen our governance and tracking malpractice and maladministration, a risk register has been created and will be shared with the committee.

**ACTION 6:** KB to share the risk register document with Committee members prior to the next BCAB meeting and add this as an agenda item for discussion.

**11. ANY OTHER BUSINESS**

None.

## 12. DATE OF NEXT MEETING

It was agreed that there would be online meetings with one face-to-face meeting in July 2024. The BCAB EQAs to attend the last meeting of 2024 in order to give their presentation on EQA activity.

The British Canoeing Director of Governance will attend a Committee meeting when we have received the content of the questions for the 2024 Statement of Compliance. The Director of Digital Transformation and IT will be invited to attend the July 2024 meeting.

**ACTION 7:** LP to suggest dates similar to 2023 and KB to send dates to Committee members.

To finalise the meeting, LP thanked everyone for their time and commitment to BCAB, their check and challenge attitude is extremely useful. The former BCAB Committee member, Heather Venis, was also recognised for her time and commitment.