

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #42

12 MARCH 2024 – 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

Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR’S WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting.

It is the British Canoeing AGM this evening, 7-9pm, which includes an announcement regarding the rebrand of British Canoeing to Paddle UK.

LP recently hosted the European Federations in London. Ten European countries attended with training and standardisation taking place.

LP had recently attended a Coroner’s inquest into the Kempston Weir fatalities. Due to this incident, the Environment Agency is currently looking to make changes, one being the installation of a boom below the weir.

The incident whereby a Scout fell to his death from the Great Orme was concluded by the coroner as ‘Unlawful Death Contributed by Neglect’. As a result of this, Paddle UK intends to review the coroner’s report and consider any actions required from the report.

3. DECLARATIONS OF INTEREST

None declared.

4. MINUTES OF PREVIOUS MEETING – 20 DECEMBER 2023 (#41)

4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 20 December 2023 meeting	Responsible person	Status
1	Declaration of Interest forms. ACTION 1: Could Committee members ensure they complete and return the DOI form.	All	SS and GL received
2	<p>ACTION 2: The Minutes of the last meeting to be amended by KB as follows:</p> <ul style="list-style-type: none"> • 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. • ACTION 2: Item 6 – meeting date of 14th November stated and should 	KB	Completed

	read 9th November.		
3	STATEMENT OF COMPLIANCE. ACTION 3: Moving forwards, LP and KB to consider how the SoC is written to show that it is the work of one person. Draft SoCs are archived which evidence the sharing of best practice.	LP/KB	For consideration when 2024 SOC requirements have been announced by the Regulators.
4	NGB SoC submissions are not open source. LP sits on an AO forum for CIMSPA so it would be useful to get a conversation going within these forums. ACTION 4: LP to look into this.	LP	The next forum is on 12/03/2024. This item has been added to the agenda. Will update the Committee again.
5	Moving forwards, it would be good practice to have either a BCAB Committee member lead the 2024 audits or to source an independent person. ACTION 5: The BCAB Committee to consider this as part of the next Committee Agenda, looking at the audit process and the level of cover required from the regulators.	All	Completed
6	BCAB MALPRACTICE AND MALADMINISTRATION RISK REGISTER. ACTION 6: KB to share the risk register document with Committee members prior to the next BCAB meeting and add this as	KB	Completed

	an agenda item for discussion.		
7	DATE OF NEXT MEETING. ACTION 7: LP to suggest dates similar to 2023 and KB to send dates to Committee members.	LP	Meetings arranged for 12 March (online), 16 July (face to face), 24 October (online) and 19 December 2024 (online)
8	Condition G1 – Setting the assessment. Add working party groups’ roles and responsibilities into the qualification review document, including stakeholders.	LP	Will use Performance Coach review to inform Condition G1

4.2 Amendments to the 20 December 2023 Minutes

ACTION 1: KB to make the following amendments:

- Page 1: Section 2, paragraph 2, WSA should not be abbreviated;
- Page 2: Sub-heading – ‘Policy for Hybrid APL process’ should appear in bold;
- Page 2: ‘increased’ should be amended to ‘increase’;
- Page 2: 3rd paragraph. Specific details should be added of the meeting that LP attended;
- Page 2: 3rd sentence – ‘disability but whole diversity’ – check sentence for clarity;
- Page 2: Last sentence ‘to improve diversity of learners’ – is this the correct wording?

- Page 4: Section 7, paragraph 2 – sentence stating ‘slight amendments made to a couple of awards’, amend to state what the awards are;
- For the EQA sections, amend to just include high level fact and not the story behind it, and add a link to the EQA report.
- Page 7: 2nd paragraph – 275 – does this include non-regulated awards? LP confirmed it does. Amend to make clearer;
- Page 8: 3rd paragraph – with regard to all DCs, this is an overview of all three – amend to read ‘in conclusion.....’;
- DC Audits – 2nd paragraph. Closes with DC processes are in a good place – what does this mean? Running minor non-conformities or major non-conformities;
- Page 9: Repeats itself (same as bottom of page 7);
- Page 10: 2nd paragraph – more clarity needed, direct face to face;

5. MATTERS ARISING (Not covered by the Agenda)

None.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The actions from the last minutes were reviewed. Committee members have access to the action tracker at all times.

7. BRITISH CANOEING COACHING AND QUALIFICATIONS

7.1 Update and progress verbal report

Artificial Intelligence is moving at a fast pace. The Director of Digital Transformation and IT will be attending the 16th July, face to face Committee meeting to update Committee members on the impact and opportunities AI will have on BCAB, what the risks are and what our policies

should be, and to explain how BCAB and Delivery Centres will be using AI and where risk boundaries will be identified.

ACTION 2: AI should become a standard BCAB Committee agenda item.

Level 4 Performance Coach Review

The Level 4 Performance Coach Award review has commenced and will run from March to June 2024. BCAB is currently collecting data from the Delivery Centres, including the reasons why learners do not go through to assessment, how the industry sees the qualification, why Coach Award candidates do not progress to the Performance Coach Award. The review is due for completion in June 2024, and a report with recommendations will be presented to the BCAB Committee and the Coaching and Leadership Strategy Group.

Race Coach Pathways

The Race Coach pathways are now 'live'.

Lifeguard Awards

BCAB has taken responsibility for aspects of the Lifeguard Awards, resulting in a whole review. As a result, we are no longer going to provide First Aid courses. The Swimmer Safety and Rescue course has now been reviewed by BCAB and is now 'live'. The Search and Rescue Technician has now gone to the Lowland Search and Rescue Group and a Memorandum of Understanding has been completed.

The Lifeguards AGM will be on the 13th April 2024.

LP has put forward to Governance a Terms of Reference for a technical working group in order that we maintain the knowledge on aquatic first aid and incident management.

BCAB's focus has been around the 'how' of coaching practice, and this has resulted in an improvement in coaching practice. We are keen to bolster up the understanding of technical aspects of our sport and how people access these using short videos, Instagram and podcasts.

Coastal Navigation and Tidal Planning

The Coastal Navigation and Tidal Planning courses have now been reviewed and will be replaced by paid-for eLearning modules, blended and face to face which guide paddlers to understand weather, tides, swell/surf and navigation. CNTP courses will not be offered after 2024.

Stand Up Paddleboard – Port of London Authority

Paddle UK are working with the Port of London Authority to create a SUP safer programme course with endorsement of the tideway and will be available from 1st April 2024.

BCAB Committee Focus on Regulated Awards

BCAB offers both regulated and non-regulated courses. It is important that BCAB has ownership of them all but that this Committee only focusses on regulated awards. It should be considered how BCAB demonstrates the same level of due diligence for non-regulated awards.

Quality Assurance for Non-Regulated Awards

LP is currently writing a document regarding Quality Assurance for non-regulated awards as a policy and process needs to be established. BCAB would need to clarify the process it would follow for regulated and non-regulated awards and what its governance requires.

8. AWARDING BODY WORK

8.1 Risk assessment for malpractice and maladministration

It was agreed that we need to keep evidence of review and a process by which we have criteria to measure, report and action plan. LP is confident that we have a detailed approach through the EQA visits and audits which identify Delivery Centre risk ratings.

BCAB currently does not have a risk register for each individual Delivery Centre but completes an individual action tracker for each.

The Malpractice and Maladministration risk register is separate from the Organisational Risk Register but risks are escalated when appropriate.

Amendments to be made to the Malpractice and Maladministration risk register:

- Add a column indicating where the risk is raised from;
- Add a column 'last reviewed date';
- Add a log on a different tab indicating when things happened.

ACTION 3: LP to update the risk register.

ACTION 4: The risk register to appear as a standard BCAB Committee agenda item.

8.2 Modular assessment approach

A modular approach to the assessment process was discussed:

- Cost could increase;
- There could be standardisation issues;
- Would learners need to stay with the same assessor?
- A digital requirement for tracking would be needed;

- A modular approach would be one option, the option for the usual one-day assessment would remain.

ACTION 5: LP to write a paper for the Committee to consider.

8.3 BCAB Delivery Centre Audit Process

Committee members were asked if they were happy with the audit process and frequency of it or if it needs refinement.

The roles of External Quality Assurers and Auditors are separate. EQAs allocate qualification risk ratings and the Auditor allocates the overall Delivery Centre risk rating. If there was an appeal, should this be taken to the BCAB Committee.

Is there the capacity to bring someone else in to check and challenge? If there isn't that capacity, how do we risk manage complacency? In 2025, the EQAs will work with two Delivery Centres each and then swap round.

9. ANY OTHER BUSINESS

9.1 Gender statistics for non-regulated awards

This data is held by the Delivery Centres. As the process for non-regulated awards develops, we can incorporate this into BCAB reporting.

9.2 British Canoeing Rebranding

British Canoeing will rebrand on 13th March 2024. The trading name will not change and will remain as British Canoeing. The new brand is 'Paddle UK' which is the overarching organisation for the Delivery Centres.

The National Association Delivery Centres will also undergo a change of name, and they are required to formally inform BCAB of the changes and send their logos. Canoe Wales is yet undecided on the change.

9.3 Committee member change of name

Katy Joy will be changing her surname to Hensby.

ACTION 6: KB to amend the website as appropriate.

10. DATE OF NEXT MEETING

16 July 2024, British Canoeing offices