

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #43**

**16 JULY 2024 – 09:00–15:00**

**BRITISH CANOEING OFFICES**

**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, attended online

Karen Bagshaw (KB) – Qualifications Administrator

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

Thanks to all for attending this face-to-face meeting and for travelling up the night before so that an early start can be made.

It has been an interesting time since the British Canoeing AGM held in March. Membership numbers have declined over the last couple of months, this could be due to bad weather, economics and amplified concerns over water quality.

It is 11 days until Slalom at the Olympics and 52 days until the Paracanoe Olympics. The Paddle UK website has a specific page for these events, showing athlete information and results.

BCAB Committee members were informed that the current Director of Governance is leaving the organisation. Once a replacement is found, Committee members will be informed.

Recruitment for a new Paddle UK Chair is underway.

### 3. DECLARATIONS OF INTEREST

No changes.

### 4. MINUTES OF PREVIOUS MEETING – 12 MARCH 2024 (#42)

#### 4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 12 March 2024 meeting	Responsible person	Status
1	Amendments to the 20 December 2023 Minutes.	KB	Completed
2	AI should become a standard BCAB Committee agenda item.	KB	Completed
3	LP to update the Malpractice and Maladministration risk register.	LP	Completed
4	The risk register to appear as a standard BCAB Committee agenda item.	KB	Completed
5	Modular assessment approach. LP to write a paper for the Committee to consider.	LP	Completed
6	Katy Joy will be changing her surname to Hensby. KB to amend the website as appropriate.	KB	Completed

**ACTION:** Amendments to the Minutes are as follows (KB):

Page 2, Action 1: All Declarations of Interest received so amend status on action tracker.

Page 4: Number 8 is missing off the table.

Action 3: Reword – amend ‘malpractice and maladministration’ to ‘risk register’.

After the above changes are made, the Minutes were agreed by BCAB Committee members as accurate.

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

The BCAB Committee Chair had attended the English Assembly 2024 consultation.

## 6. **AWARDING BODY ADMINISTRATION**

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

The Action Tracker was presented to Committee members. It was decided to add a key which includes a narrative.

**ACTION:** KB to add a narrative to the tracker – Started, In Progress, Completed. Go to light grey colour when items are completed.

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

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

#### i) **Certifications**

All Delivery Centre certifications were down in numbers during quarter 1, probably due to the poor weather the UK has experienced. There also appears to be a trend in booking much later for trainings and assessments. Quarter 2 looks much better and is in line with the forecast. Canoe Wales, Paddle Northern Ireland and Paddle Scotland have similar figures to last year, although Paddles Up Training is behind on quarter 2. Speaking with the PUT Responsible Officer, he stated two significant activity providers have run less courses this year, but have not moved to in-house sign-offs.

#### ii) **Prerequisite paper to the Coaching Leadership and Strategy Group**

Due to the changes made to the Safety Awards, it is time to review the prerequisites. Prerequisites are a deployment responsibility with a separation between certification and licensing. We should be exploring whether people can take our certification courses without holding First Aid and Safeguarding. If this change was made, we would need assurances from Delivery Centres that this would not allow those certificated to be deployed and clear messaging is required.

There was a reluctance by BCAB Committee members to remove Safeguarding as a prerequisite, everyone should complete the Introduction to Safeguarding eLearning course, unless working with children which would require a higher level of course. System changes and policies all need to be explored and considered by Delivery Centres.

The BCAB Committee agreed that Safeguarding should remain a prerequisite. This will now be reported back to the Education Operational Group as this is explored further over 2024/2025.

**iii) Foundation/Intermediate Modules**

Only Guide and Paddle-Ability modules are currently undertaken. Under consultation with the Delivery Centres, it is proposed that all other foundation and intermediate modules are no longer offered after 1<sup>st</sup> January 2025. Guide and Paddle-Ability will continue. The BCAB Committee members were in agreement with this proposal.

**iv) Centre Assessment Standards Scrutiny (CASS)**

CASS is now in its third year. The existing time schedule is as follows:

- Delivery Centre sample size agreed at the October EQA/Delivery audits;
- Presentation to the Board in November and the focus agreed for the following year.

Considering delivery and those accessing qualifications, Delivery Centres have already prepared their moderation events for the start of the following year.

Following an internal review, it was agreed that BCAB follows a July-July period, with the current year being extended to July 2025.

This would enable Delivery Centres to be offered additional touch point meetings, undergo their audit in March/April, the presentation of the Audit findings by the BCAB EQAs to the BCAB Committee in July and then reporting to the Delivery Centres which will enable them to prepare their trainers and assessors for the following year.

The BCAB Committee members agreed to this proposal.

**v) BCAB Fees for 2025**

A Delivery Centre fee review had taken place and it was concluded that increases should be made with learners to be given 6 months' advance notice of this increase.

**vi) BCAB Level 3 Coach Award**

It has been suggested that there have been difficulties experienced by learners. After undertaking their core training, because of the lack of discipline specific training courses available, some learners are having to wait 1-2 years to complete their award. Would it be acceptable for learners to choose which element (core or discipline specific) they complete first?

**ACTION:** In the first instance, LP is to ask Delivery Centres for the data, insight and evidence to show the current landscape, to enable learning outcomes to be considered for both courses. LP to then report the findings back to the BCAB Committee.

**vii) Stand Up Paddleboard Suite**

BCAB is looking to offering a new award; Stand Up Paddleboard Sheltered Water Leader and review Stand Up Paddleboard Open Water Leader for early 2025.

**viii) Coastal Navigation and Tidal Planning/Open Water Navigation and Tidal Planning**

These awards have been reviewed and five modules in total are being developed by the end of this year. These awards will be aimed at all paddlers. The CNTP courses

will then no longer be offered. The Tides and Weather eLearning modules have proved very popular, with a bundle being offered for a reduced price for members.

Surf and Swell will be released soon and the Personal Performance Awards Provider Refresher eLearning will go 'live' on the 1<sup>st</sup> August 2024.

**ix) Paddle UK Senior Leadership Team (SLT) changes**

The original SLT, has now been restructured to the Executive Leadership Team (ELT); the Director of Paddlesport, Director of Operations, Director of Strategic Affairs, Director of Recreation and Development, and the Director of Digital Innovation. These changes took place on 1<sup>st</sup> July 2024.

**8. AWARDING BODY WORK**

**8.1 Artificial Intelligence (AI) – regulation of the use of AI in qualification sector**

A clarification of statement, mainly based around marking, had been sent to BCAB from Ofqual. This statement was read and discussed during the BCAB Committee meeting.

With regard to AI, BCAB qualifications do not include a written assessment so this is low risk. Providers could use AI to develop session plans and their coaching philosophy.

**8.2 BCAB Risk Register**

The BCAB Committee reviewed the risk register. There are currently 6 items on the register.

**ACTION:** LP to consider the 'Treat-Tolerate-Transfer-Take the Opportunity-Terminate' method.

**8.3 Modular Assessment Approach – paper for Committee consideration**

LP stated that, whatever the outcome, this could not be implemented straight away as there would be a requirement to change systems and re-train assessors, so an element of flexibility would be essential.

There would be a built-in, mandatory safeguarding and first aid requirements. There would be different rescue skills modules applied for different modules.

The BCAB Committee considered giving the assessors more agility to operate instead of adopting a modular assessment approach with the caveat that, within a certain period, candidates should maintain their credibility so still at the appropriate standard.

Should the 60/90 days for certification claims be dropped? If so, there would be a requirement from Delivery Centres to ensure they train their assessors on record keeping and to undertake audits on this.

The advantages of taking this approach need to be made clear as simplicity for candidates would encourage the taking of assessments.

Improved agility over a 24-month period could also open up opportunities for clubs.

### **BCAB Committee recommendation**

BCAB Committee members were in agreement to provide providers and learners with greater opportunities to access qualifications and awards and Delivery Centres to provide case study examples and change certification to a 24-month period, excluding the Paddlesport Instructor and Stand Up Paddleboard Instructor.

**ACTION:** This item to be added to the Risk Register, referring also to the decrease in participation due to the bad weather and what actions we are considering/taking.

### **8.5 Performance Coach review and recommendations – paper for Committee consideration**

The review was originally postponed because the Performance Coach Award was launched virtually on the first day of the COVID pandemic. The review had now taken place led by the Coaching Development and Engagement Lead with assistance from LP.

The report had been shared with the Coaching Leadership Strategy Group (CLSG) and the BCAB Committee. CLSG agreed with the principles but had requested refinement as there is a requirement to cover the complexities of this qualification across all disciplines. The assessment criteria is to remain the same.

BCAB Committee members were invited to comment on the proposed recommendations:

The Committee felt that there is a need to allow a range of ways to approach assessment, representing the work that candidates do, the changes to delivery and the promotion of it; the introduction of the Coach Developer intervention controlled by Delivery Centres, podcasts, community events and registrations and to capture attendance numbers. Delivery Centres should promote and market these courses (including using case studies)

Moving forwards, it is recommended and agreed by BCAB Committee members that reviews of the BCAB Level 4 Performance Coach Award should be carried out every five years.

**ACTION:** LP to add the above to the report recommendations

#### **9. SELF-ASSESSMENT REVIEW (SAR) – Conditions E, H and I**

The above conditions were reviewed by BCAB Committee members and amendments were suggested.

**ACTION:** KB to amend the SAR as required.

**ACTION:** LP to review the APL documentation and make reference that BCAB does not recognise experience alone. Ensure Delivery Centres are using the correct terminology with APL and RPL.

#### **10. BCAB ANNUAL STATEMENT OF COMPLIANCE (SOC)**

##### **2023 SOC**

After BCAB's submission of the 2023 SOC, Ofqual had requested additional information.

This was provided by the BCAB Responsible Officer and Ofqual has now closed the SOC.

## **2024 SOC**

The topics to be explored for 2024 at have not yet been confirmed by Ofqual. The submission window is 14<sup>th</sup> October 2024-17<sup>th</sup> January 2025.

**ACTION:** LP/KB to inform BCAB Committee members of the requirements once received from Ofqual.

## **11. ANY OTHER BUSINESS**

### **11.1 BCAB Structure**

Referring back to Item 7.1 ix), the question was asked as to where BCAB fits into the new Paddle UK structure? LP stated that this structure had not changed and once the new Director of Governance is in post, they will be made aware of BCAB Committee processes.

## **12. DATE OF NEXT MEETING**

24<sup>th</sup> October 2024

10:00-13:00

Online

Focus: 2024 Statement of Compliance for the regulators.

**ACTION:** KB to find out when the next Governance Committee meeting is going to be so BCAB's SOC is ready for consideration.

**ACTION:** For the December 2024 BCAB Committee meeting, BCAB EQAs should send written reports but not attend as they will attend the July meetings moving forwards. LP to email the EQAs.