

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #44

24 OCTOBER 2024 – 10:00AM–13:00PM

ONLINE

MINUTES

1. ATTENDANCE AND APOLOGIES

Stephen Scorer (SS) – BCAB Committee Chair

Lee Pooley (LP) – BCAB Responsible Officer

Graham Lyon (GL) – BCAB Committee Member

Katy Hensby (KH) – BCAB Committee Member

Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR'S WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting.

Paddle UK membership has stabilised at around 75,000. The organisation is currently looking at different ways to attract and retain members and is reviewing what our offering is and whether it needs to change.

2024 quarter 3 fees and services data has been received from Delivery Centres. These show a year on year decrease of 7% in people undertaking our qualifications (this follows the trend of membership). The reason for this decrease could be that we have recently had severe and fickle weather patterns of which has had an impact, resulting in the cancellation of courses.

3. DECLARATIONS OF INTEREST

The process for collecting DOIs has been amended. These will now be requested every other year via a digital form. For this meeting, Committee members did not have any DOIs to declare.

4. MINUTES OF PREVIOUS MEETING – 16 JULY 2024 (#43)

BCAB Committee members requested the following amendments:

- Page 2. It is stated that AI would appear on this agenda. This needs to be added to Any Other Business. From the December meeting onwards, this should be made a standard agenda item.
- Page 4. Centre Assessment Standards. The text should read “following an internal review, it was agreed that BCAB follows a July-July period.
- Page 6. Are there terms of reference for the Lead EQA?
ACTION 1: LP to provide the committee of a role profile for this role.
- Page 9: Amend the text to read “providers registered their concerns”.
ACTION 2: KB to make the above amendments.

4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 16 July 2024 meeting	Responsible person	Status
1	ACTION 1: Amendments to the Minutes are as follows: 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’.	KB	Completed
2	BCAB Action Tracker. ACTION 2: KB to add a narrative to the tracker – Started, In Progress, Completed. Go to light grey colour when items are completed.	KB	Completed
3	BCAB Level 3 Coach Award. Difficulties experienced by learners. ACTION 3: In the first instance, LP to ask Delivery Centres for the data, insight and evidence to show the current landscape, to enable learning outcomes to be considered for both	LP	In progress. See 8.1

	courses. LP to then report the findings back to the BCAB Committee.		
4	British Canoeing Awarding Body Rebrand. ACTION 4: BCAB Committee members to consider a new name which LP will take, including the rationale behind it, to the Director of Strategic Affairs.	ALL	In progress
5	BCAB Risk Register. ACTION 5: LP to consider the 'Treat-Tolerate-Transfer-Take the Opportunity-Terminate' method.	LP	Completed
6	Modular Assessment Approach. BCAB Committee members were in agreement to provide providers and learners with greater opportunities to access our qualifications and awards and to provide case study examples and change certification to a 24-month period. ACTION 6: This item to be added to the Risk Register, referring also to the decrease in participation due to environmental impacts and what we are doing about it.	KB/LP	Completed
7	Canoe Wales review. ACTION 7: LP to respond to Canoe Wales	LP	Completed
8	ACTION 8: LP to add a narrative to the BCAB Quality Assurance document stating that we would not expect an assessor to have repeated, multiple samples, although if assessors are more active, the reality is they would get sampled more frequently.	LP	Completed
9	Performance Coach review and recommendations. ACTION 9: LP to add to the report recommendations	LP	Completed

10	SELF-ASSESSMENT REVIEW (SAR) – Conditions E, H and I. ACTION 10: KB to amend the SAR as required.	KB	In progress
11	ACTION 11: 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.	LP	Completed
12	2024 SOC. ACTION 12: LP/KB to inform BCAB Committee members of the requirements once received from Ofqual.	LP/KB	In progress 8.4
13	ACTION 13: KB to find out when the next Governance Committee meeting is going to be so BCAB’s SOC is ready for consideration.	KB	Completed - meeting to be held on 19 November 2024
14	ACTION 14: 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.	LP	Completed

5. MATTERS ARISING (Not covered by the Agenda)

None.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

KB gave a summary of the action tracker.

7. BRITISH CANOEING COACHING AND QUALIFICATIONS

7.1 Update and progress verbal report

Regulated Qualifications:

The Level 4 Performance Coach Award has recently been reviewed and the recommendations approved, creating more agility and the addition of another ‘mentor’ and ‘on the water’ coach developer sessions. Anyone registered from 3rd January 2025 will fall under the new framework, anyone registered prior to this date will not be affected by the changes. Paddle Northern Ireland will not be offering the Level 4 Performance Coach Award in 2025.

Non-Regulated Awards:

The focus has been on Stand-Up Paddleboard to ensure the review of the Open Water Leader. Amendments to the programme have taken place, with the introduction of the SUP Tidal Leader Award and SUP Sheltered Water Leader Award available January 2025.

Tides, Weather, Surf and Swell, Navigation and Open Water Navigation modules will replace the Coastal Navigation Tidal Planning and Open Water Navigation Tidal Planning awards. Delivery Centres are aware of the progress of the 5 new modules, with Weather and Tides already available through eLearning, with an aim to have the Surf and Swell eLearning launched at the end of November 2024, and both Navigation eLearning modules available the last week before Christmas 2024. The old CNTP and OPNTP will no longer be offered from 31st January 2025.

On several occasions, there has been some confusion with regard to environmental guidance for the Leadership Awards. When BCAB looked into this, it was confirmed that there is clarity in the resources, although the definitions of deployment referred to may be causing the confusion. Reference to the definitions has been removed and an appendix created for assessment environments. Until a full review of the Leadership Awards in 2026, the current criteria remain the same, unless instructed otherwise by the BCAB Committee.

8. AWARDING BODY WORK

8.1 BCAB Coach Award Core and Discipline Specific Delivery Sequence – Delivery Centre Feedback and Insight – paper

A question had been asked around the sequence in which the Coach Award Core and Discipline Specific trainings were offered. Responses from Delivery Centres were

requested by BCAB and forwarded to BCAB Committee members for consideration. In summary, the responses did not support any change.

Moving forwards, it would be interesting for BCAB to look at assessments and the levels we are actually reaching. On the basis of responses received from the Delivery Centres, it is an opportunity for BCAB to do some more work in this area. Knowledge is 'core', skills and behavior are 'discipline specific' and the role of an educator is different to that of a trainer and the terminology should be clear and reflect this.

ACTION 3: LP to confirm the above to Delivery Centres in the November BCAB newsletter.

8.2 BCAB Review of Scope of Recognition – changes

This is Ofqual's exercise to tidy up records which show what organisations are offering. As our purpose is paddlesport, we have asked the regulators to remove every category we currently fall under except 'Sport, Recreation and Leisure'. On 7th October, our request was submitted via the Ofqual portal.

ACTION 4: KB to check that our records on the Ofqual portal are correct.

8.3 2023 SOC Overview from Ofqual (includes slides)

The slides from an online meeting attended by KB were forwarded to BCAB Committee members for information. These slides showed learning and trends gained from the 2023 statements of compliance submitted by awarding organisations. BCAB Committee were asked for their observations and agreed with the conclusions on the slides.

It was stated that BCAB are confident that assessments are undertaken under a defined standard.

ACTION 5: In the BCAB November newsletter to Delivery Centres, LP should remind Delivery Centres when they need to have reasonable adjustments in place. These should be recorded for BCAB to sample during audits.

Annually, BCAB holds a training event for Delivery Centres. A supported process for inducting and reviewing assessors should be included in this event.

8.4 BCAB 2024 Statement of Compliance for Regulators

This year there are three key lines of enquiry:

- organisational stability;
- resilience of centres;
- reasonable adjustments.

CCEA has also asked for information on interventions with Paddle Northern Ireland. The BCAB EQA team has been asked to provide this information to BCAB for submission.

The Paddle UK Director of Operations has been asked to provide BCAB with the financial information requested by the regulators by 7th November. The yearly accounts will be forwarded to Ofqual when the whole year is available. This has been authorised by Ofqual.

ACTION 6: LP to email BCAB Committee members our response to the key lines of enquiry for their approval.

Once BCAB Committee members have provided feedback to our statement, it will be sent to the Governance and Risk Committee and then formally approved by the Committee, then to the Chair of Paddle UK for final approval before being submitted to Ofqual via their portal pre-Christmas 2024.

ACTION 7: The new Paddle UK Head of Governance to be invited to the 19th December BCAB Committee meeting to enable her to meet Committee members.

9. ANY OTHER BUSINESS

9.1 Artificial Intelligence

GL will be sending his thoughts on AI to LP. The breadth and use of AI are increasing. We must be mindful that whatever information is inputted into AI, it will be stored. BCAB must ensure we continue to uphold GDPR and Data Protection requirements. Delivery Centres

have been informed that a BCAB Artificial Intelligence policy is in place and that they will need to create their own AI policy.

ACTION 8: The Paddle UK Director of Digital Innovation be invited to attend the 19th December BCAB Committee meeting to discuss AI.

10. DATE OF NEXT MEETING

19 December 2024, 10:00-13:00 online

The EQA team will not attend this meeting as previously stated but will attend in July 2025.