

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #45

19 DECEMBER 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

Barry Wade (BW) – Paddle UK Director of Digital Innovation

Joy Johnston (JJ) – Paddle UK Head of Governance

Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR'S WELCOME AND OPENING REMARKS

LP thanked Committee members for attending. BW will join the meeting at 11am and JJ at 12pm.

It has been a busy year for Paddle UK and BCAB with a challenging landscape due to the climate and economics. BCAB is pleased to report that, even though it has been a difficult year, numbers are not that much lower than previous years. When the 2024 quarter 4 report is available, stats will be reported to Committee members.

The new Stand Up Paddleboard for Sheltered Water and Tidal Leadership awards go live in early January 2025.

BCAB will be investigating the use of Artificial Intelligence to support policies and resources, focus on technical and tactical using short videos, and looking at the diversity of learners and meeting their needs.

There are no regulated qualifications to review in 2025.

It must be noted that a significant amount of work has been put in by the team who have continued to produce high quality work.

3. DECLARATIONS OF INTEREST

None.

Moving forwards DOIs will be collected via an online form every two years.

4. MINUTES OF PREVIOUS MEETING – 24 OCTOBER 2024 (#44)

4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 24 October 2024 meeting	Responsible person	Status
1	Are there terms of reference for the Lead EQA? ACTION 1: LP to provide the committee of a role profile for this role.	LP	In progress. Feedback has been received from the Lead EQA. LP will report to the BCAB Committee at the next meeting.
2	1. MINUTES OF PREVIOUS MEETING – 16 JULY 2024 (#43). • 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. ACTION 2: KB to make the above amendments.	KB	Completed 04/11/2024
3	8.1 BCAB Coach Award Core and	LP	Completed

	<p>Discipline Specific Delivery Sequence – Delivery Centre Feedback and Insight – paper. 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 on this. Knowledge is ‘core’, skills and behaviour are ‘discipline specific’ and the role of an educator is different to that of a trainer. The terminology should be clear and reflect this. The BCAB EQA team see, first hand, the training interventions so this piece of work could be undertaken by them. ACTION 3: LP to confirm the above to Delivery Centres in the November BCAB newsletter.</p>		05/11/2024
4	<p>8.2 BCAB Review of Scope of Recognition – changes. 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.</p>	KB	Notification from Ofqual to say this has now been sent to the relevant department to update.
5	<p>It was thought that BCAB should be able to demonstrate to anyone that assessments are undertaken under a defined standard. Would our course directors be able to</p>	LP	Completed 05/11/2024

	<p>demonstrate invigilation levels should the regulators look at this in the future?</p> <p>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.</p>		
6	<p>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.</p>	LP	Completed 25/10/2024
7	<p>Once BCAB Committee members have formally signed off our response, it will be sent to the Governance and Risk Committee and then 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.</p>	KB	Completed 05/11/2025. The Governance Team has formally approved the SOC (email 26/11/2024).
8	<p>ACTION 8: The Paddle UK Director of Digital Innovation be invited to attend the</p>	KB	Completed 05/11/2024

	19th December BCAB Committee meeting to discuss AI.		
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The Minutes of meeting #44 were agreed by Committee members as an accurate record, with the exception of the following minor amendments:

ACTION 1: KB to amend meeting #44 minutes as follows:

- i) Page 1, item 3, 2nd paragraph. It should be noted that the Paddle UK Board has signed off a provisional budget.

- ii) Page 7, 8.3. Observations with regard to PowerPoint, reword the sentence: BCAB were asked for their observations and agreed with the conclusions on the slides.

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

5.1 **UK Sport funding for 2028 LA Games**

The funding for Paddle UK was confirmed in December 2024 and announced via a press release: <https://paddleuk.org.uk/uk-sport-announces-la-2028-games-funding-awards/>

5.2 **Regulators' Statement of Compliance KLOE 3**

With regard to the UK Sport funding announcement, LP confirmed that the final statement for KLOE 3 was correct with no need for amendment.

5.3 **Newly appointed Chair of the Paddle UK Board**

Nick Donald has been put forward by the Board for appointment, formal appointment will be at the Paddle UK AGM on 18th March 2025.

Paddle UK membership has stabilised and currently stands at approximately 75,000.

6. AWARDING BODY ADMINISTRATION

7.1 Summary of Action Tracker

The action tracker was presented to Committee members for assurances of actions either completed or on track.

7. ARTIFICIAL INTELLIGENCE (AI)

Barry Wade (BW), Director of Digital Innovation, joined the meeting to provide an overview, assurances and advice with regards to AI, and presented a sample risk assessment which had been developed using AI.

The following is a short evaluation of the BCAB policy of the impact on AI and AI more generally:

As the policy states, practical, observed assessments naturally limit the potential for AI malpractice for BCAB because learners must demonstrate skills directly in real-time.

Assessors using questioning and observation can effectively evaluate learners' understanding and ability, which are less likely to be influenced by pre-prepared AI-generated material.

It also rightly notes that learners might use AI tools during preparation, such as creating session plans or drafting coaching philosophies. These tools are readily accessible and could provide a form of assistive learning.

However, there are some areas that are nuanced in AI that you might want to consider, especially as AI evolves and AI assisted models become more of a norm.

1. Subtle Risks in AI-Assisted Preparation

If learners overly depend on AI tools for preparing session plans or philosophies, they might fail to internalise the concepts or develop critical thinking skills. This could subtly affect their ability to adapt in dynamic real-world coaching environments.

2. Broader AI Applications in Vocational Contexts

Learners could use AI to simulate practice environments or solve scenarios, giving them an unfair advantage if not monitored. Assessors may also inadvertently rely on AI-based analysis tools, which could introduce bias or errors.

3. Data and Privacy Risks

There is a risk of AI to manipulate or fabricate data about attendance, qualifications, or session plans submitted for review. Non-existent learners, or assessors, may also be generated.

In terms of policy you might want to consider the following:

Acknowledge Nuanced Risks in Preparation

Provide guidance to learners on the ethical and effective use of AI in preparation, ensuring it complements rather than replaces critical thinking and creativity.

Train Assessors in AI Awareness

Educate assessors to recognise when learners may have relied too heavily on AI tools and to question learners in ways that test genuine understanding.

Implement AI Governance

Develop clear policies on acceptable and unacceptable uses of AI during both preparation and assessment phases, supported by examples and case studies.

Positive uses of AI

Also, as well as negative roles AI also has a positive role to play.

Quicker Workflow

Using AI can speed up processes such as checking risk assessments are comprehensive and compliant in seconds.

Accessibility and Inclusion

AI can provide accommodations for learners with disabilities or language barriers, such as adaptive tutorials, real-time translation, or voice-assisted guidance.

Continuous Improvement of Training Programs

AI can analyse aggregate learner data to identify trends in performance and common challenges, helping refine training methods and materials.

Feedback Loops

AI tools can collect and analyse feedback from learners and assessors, highlighting areas for improvement in training delivery or assessment design.

We should not discourage people from using AI and two areas have been identified for the use of AI; developing a coaching philosophy and developing a coaching session.

Exemplars should be created to feed AI and give basic instructions in order to create the correct format and also to develop people's understanding in creating these plans and coaching philosophy.

An example of generative AI is ChatGPT. This program looks for patterns in language, images and videos and statistical probability. This can be useful but we should be mindful that it can be detrimental also.

It is important that learners do not become over-dependent with AI techniques. There is a strong ability to unconsciously bring bias. Face to face check and challenge is important here and assessors need to understand that AI can be wrong and they should look at compatible ways to use AI and not rely on it 100 per cent, as it is a tool to support learning and a problem-solving skill needs to be maintained.

BCAB should consider how it wants to use AI in the future. An interactive chatbot could be designed to answer questions, for example, it could be trained on environmental definitions.

BCAB needs to be mindful of templating curriculum content as it has to be uniformly delivered, making sure that it reflects checks and balances so it becomes assessment for learning.

It was agreed that training would be beneficial for staff who will be using AI. This training should include privacy, data, ethical use, how to prompt effectively and use of natural language.

Fortunately, BCAB assessments are seen as reasonably low risk as these are practical assessments.

Moving forwards, it was agreed that it would be useful for BW to attend Committee meetings to update members if there are any major developments. As this topic is going to become a standard agenda item, BW is happy to attend when needed.

ACTION 2: KB to make AI a standard BCAB Committee agenda item.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

8.1 Update and progress verbal report

The review of the Level 4 Performance Coach was completed this year and any new registrations from the 1st January 2025 will undertake the revised course. There is an additional mentor period and a practical coach developer's day now included.

eLearning has played a huge part of BCAB's work in 2024 and in December 2024 we will be launching the last part of our eLearning series; Navigation for Paddlers (which is aimed at all paddlers) and Tidal and Non-Tidal (aimed at paddlers using large lakes, lochs and the sea). Provider training is now available online, face to face and through eLearning.

The Coastal Navigation and Tidal Planning course, and the Open Water Navigation and Tidal Planning course will no longer be available in 2025.

The new Stand Up Paddleboard Tidal Leader, and Stand Up Paddleboard Leader awards will be launched in January 2025.

The Head of Governance is leading a project looking at the requirements for safeguarding training. LP will keep Committee members informed of the progress of this review. The Head of Governance will join our July and October meetings in 2025 to feed back to the Committee.

With regards to standards of deployment, BCAB is currently working with clubs, discipline committee and delivery partners. By 31st December 2024, everyone needs to have gained the safeguarding requirement. By the end of 2026, all requirements need to be in place. Feedback has been good with regard to this, resulting in more delivery partners joining and a higher number of clubs.

9. BCAB 2024 ANNUAL STATEMENT OF COMPLIANCE – FORMAL APPROVAL

Paper for approval

Joy Johnston (JJ), the newly appointed Head of Governance, was invited to this meeting to meet Committee members.

JJ introduced herself to Committee members and a discussion took place as to how the Committee operates.

ACTION 3: LP/JJ to decide whether the current process for authorising the SOC remains appropriate and whether the Paddle UK Board should have more involvement.

ACTION 4: KB to share the BCAB Committee Minutes folder with JJ.

ACTION 5: Moving forwards, JJ to attend BCAB Committee July and October meetings and to be involved in the SOC process from the start. KB to add JJ to the invitation list.

2024 Statement of Compliance

With regards to the BCAB 2024 Ofqual Statement of Compliance, this document was formally approved by BCAB Committee members and JJ.

ACTION 6: LP to send the 2024 SOC to the Chair of the Paddle UK Board for final approval before upload to the Ofqual portal.

10. EQA YEARLY REPORT – DS/CE

Paper for discussion

An interim report had been written which had been shared with Committee members prior to this meeting. The EQAs will present to the Committee in person at the July 2025 meeting.

It would be beneficial to design a proforma, outlining the level of detail the Committee requires, e.g., how many samples booked were cancelled and the possibility of following a candidate all the way through from start to finish of their learning.

ACTION 7: LP to design a proforma with the EQAs so that they can populate it.

At the July 2025 meeting, sampling requirements will be explored for the 2025-2026 period.

ACTION 8: KB to add the above to the agenda for the March 2025 BCAB Committee meeting which will enable Committee members to discuss this further prior to July.

11. ANY OTHER BUSINESS

11.1 Ofqual demands honesty in new rules for awarding organisations

<https://feweek.co.uk/ofqual-demands-honesty-in-new-rules-for-awarding-organisations/>

A consultation is taking place. New rules will exist which requires BCAB to state that we comply. When the final requirements are released, the Committee will note the details and how we acknowledge it.

11.2 QUALIFICATION WALES (QiW) – WELSH LANGUAGE TRANSLATIONS

LP has been contacted by QiW and a meeting has been arranged to take place on 16th January 2025 to discuss the uptake of qualifications offered in the medium of Welsh. QiW has not asked for statistics.

11.3 AUDIT GOVERNANCE STRUCTURE

JJ was asked that she keep this Committee informed of any areas that will affect BCAB.

ACTION 9: KB to add Governance as a standard agenda item.

12. DATE OF NEXT MEETING

Proposed Dates for 2025:

20 March 2025

17 July 2025 (face to face, including the EQA team and JJ)

23 October 2025

18 December 2025