

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #47**

**17 JULY 2025 – 08:30–15:00**

**PADDLE UK, NOTTINGHAM**

**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/CLSG Representative

Katy Hensby (KH) – BCAB Committee Member

Natasha Devonshire (ND) – Qualifications and Training Lead

Darren Sherwood (DS) - BCAB Lead EQA

Chris Evans (CE) - BCAB EQA

Karen Bagshaw (KB) – Qualifications Administrator

**Apologies:**

Barry Wade - Paddle UK Director of Digital Innovation

Joy Johnston - Paddle UK Head of Governance

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

- LP thanked everyone for attending the meeting and welcomed DS and CE who are attending to present their Delivery Centre External Quality Assurance reports.
- The newly recruited Volunteer Manager will be joining the meeting during the day to meet Committee members.
- Committee members now receive the Delivery Centre newsletters and some of the items discussed today will appear in the July edition.

- The SUP World Cup in Torbay will take place on 24 June 2026.
- Occupational standards for SUP instruction were made 'live' last week. Aimed at people who design courses for SUP. Third parties agreed that the standards exist and they understand them.
- There had been several campaigns over the last few months: the Big Paddle Cleanup, Paddle Safe with the RNLI is going well, the Water Safety Drowning Prevention Week had been quoted by a member of parliament, along with the safety messages, in the House of Commons.

### 3. **DECLARATIONS OF INTEREST**

None.

### 4. **MINUTES OF PREVIOUS MEETING – 20 MARCH 2025 (#46)**

**ACTION 1:** KB to make the following amendments:

Page 3, Action 3: JJ name should appear in full.

Page 3, Action 8: Should read 'July 2025'.

Page 5, paragraph 3: ND has been asked to present on regulated qualifications only.

Moving forwards, non-regulated awards need to be reported on.

Page 6, paragraph 1: BSUPA should appear in full.

#### 4.1 BCAB Committee - Meetings Action Tracker

Action	Actions from 20 March 2025 meeting	Responsible person	Status
1	The Minutes of the last meeting were agreed as an accurate record with the following amendments required: <b>ACTION 1:</b> KB to amend the following: Page 1 – final paragraph - amend 'instigating' to read 'investigating'. Page 6 – The BCAB policy referred to should contain a link to the	KB	Completed 25/03/2025

	relevant document. Moving forwards, this should apply to all documents referred to.		
2	<b>ACTION 2:</b> With regard to line 420 of the BCAB Committee action tracker (BCAB Committee connection/reporting to the Paddle UK Board), KB to add this item to the July 2025 BCAB Committee agenda for further discussion.	KB	Completed 12/05/2025
3	The quality assurance role attached to this Committee requires further discussion. <b>ACTION 3:</b> KB to add this item to the July 2025 agenda.	KB	Completed 12/05/2025
4	<b>ACTION 4:</b> KB to provide access to current and archived BCAB Delivery Centre newsletters for the BCAB Committee.	KB	Completed 25/03/2025
5	<b>ACTION 5:</b> KB to book accommodation for Committee members and the EQAs for the July, face to face meeting.	KB	Completed 29/04/2025

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

**Volunteers within the whole organisation:** It is difficult to get an overall view of what is going on. It would be helpful if minutes from other committees were available.

**Development Plan:** Only for England, other DCs have their own. Need to start looking at ways to change how information is offered. A long-term development plan would be preferable with full cooperation from DCs. A BCAB Committee meeting should take place before the next CLSG meeting.

**ACTION 2:** KB to ensure that BCAB Committee members have access to CLSG minutes.

**ACTION 3:** BCAB Committee agendas should include a standard agenda item in order for GL to report back on CLSG updates. KB to include in future agendas.

**ACTION 4:** KB to formally recognise GL's role in CLSG in the attendees list within this document.

## **6. AWARDING BODY ADMINISTRATION**

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

Both the BCAB Committee action tracker and the AB Internal meeting action tracker were presented to Committee members.

### **6.2 QiW 2025 Annual Statement of Compliance**

No complaints had been raised against BCAB that have been reported to Ofqual (2023-25). CCEA is using the same portal as Ofqual. Additional information for the CCEA Statement of Compliance (SOC) had been requested in June. LP had provided the required information. Recent confirmation had been received from CCEA acknowledging LP's response and that no further information was required.

For 2025, SOC requirements are changing to a declaration-only format. Three factual questions are expected on cyber security, financial resilience, and governance arrangements.

## **7. QUALIFICATIONS AND AWARDS**

### **7.1 Update and progress verbal report (ND)**

#### **Strategic trends:**

- Following a review in 2024, the Level 4 Performance Coach Award update was made live in January 2025. The Delivery Centres are now working on a coordinated approach to run the programme.
- SUP Sheltered Water Leader and SUP Tidal Leader were made available in January 2025.

- eLearning modules – face to face tutor-led opportunities have been available since February 2025, broadening the audience and are open to anyone interested in the topic area.
- From 1<sup>st</sup> May 2025, single craft options for Paddlesport Leader and Paddlesport Touring Leader were introduced, providing relevant and tailored learning experiences, offering choice and enhancing safety. Based on feedback from the community and industry, this addresses the growing demand from individuals and organisations who usually operate with a single discipline.

### **Resources review:**

Looking to ensure our resources are current, accurate and support neurodiverse paddlers:

- Digital library resource review
- eLearning
- BCAB policies
- Course documentation to be made more user-friendly (the content will not be changed, only the wording, with the addition of diagrams and colours).

### **Statistics:**

The presentation on qualification/award statistics was made.

**ACTION 5:** TD to share the first version of the reviewed Level 1 Paddlesport Instructor Award documents with BCAB Committee members for their feedback.

**ACTION 6:** After the first Paddlesport Instructor Award document review has been completed, TD should create a policy document containing a standard set of agreed resource requirements which will apply to all document reviews.

**ACTION 7:** Qualification and award registration numbers will be requested from Delivery Centres. KB and ND to confirm the best way of doing this.

## **8. EQA ANNUAL REPORT (PRESENTATION BY DS AND CE)**

The presentation of the EQA Annual Report was made to the Committee.

### **8.1 Audit and sampling**

Changes to Level 4 Performance Coach sampling

Due to the number of candidates, it was proposed to changing the sampling requirement to 1 in 3 candidates if under 10 candidates.

The Committee agreed and this will commence from immediate effect.

### **8.2 Risk rating**

It was proposed that Delivery Centre Risk Rating criteria is changed to better represent staffing, referencing specific roles (Responsible Officer and Lead Standardisation Officer) rather than a specific number of staff changes.

The Committee agreed and will come into effect at the next Delivery Centre audits in 2026.

### **8.3 Focus for 2025/26**

A proposal of the allocation of EQAs to Delivery Centres for the period of July 2025 - July 2026 was made. The size of the Delivery Centres varies, with Paddles Up Training being the largest.

The Committee agreed and this will commence from immediate effect.

It should be noted that tremendous progress has been made by Paddle Northern Ireland in the last 24 months.

### **8.4 No notice visits**

Approved by the Committee, but DCs must be informed, with clear criteria as to why the visit is happening. No notice visits should initially be conducted for a 12-month period for regulated-only qualifications. This initiative will be reviewed after 12 months and discussions with DCs should be included in the audits. EQAs should report back to the Committee annually.

**ACTION 8:** LP to consider an appropriate approach and develop the criteria for no-notice visits, we will not inform DCs until we have clarity on the rationale and process, with an aim of informing DC Responsible Officers in September 2025.

**ACTION 9:** KB to request that the Digital team add a no-notice visit form in the online Formstack resource once the criteria and reporting context has been established.

### **8.5 Committee involvement with quality assurance**

What are the Governance Lead's thoughts on Quality Assurance External Quality Assurers? Should there be an audit of the BCAB Committee's quality systems and processes?

**ACTION 10:** LP to discuss with the Head of Governance.

**ACTION 11:** LP and both EQAs to produce a document regarding EQAs training and requirements, standardisation and sampling. This item to be added to the October 2025 BCAB Committee agenda.

**ACTION 12:** With regard to the BCAB Complaints policy, for exceptional circumstances the EQA Lead should be reflected within this policy.

### **BCAB Committee and BCAB Responsible Officer succession planning:**

Consideration to be given to what gaps if any the Committee may have in terms of skills and then look to recruit a new member. Thought should also be given to succession planning for the BCAB Responsible Officer.

**ACTION 13:** Professional development opportunities should be made available for BCAB Committee members when appropriate.

**ACTION 14:** KB to recirculate the skill set document to BCAB Committee members to update if necessary. ND to complete.

## 9. ARTIFICIAL INTELLIGENCE (AI) UPDATE

AI has advanced, but in terms of assessments and practical assessments, there has been no significant changes.

BCAB Committee members agreed that, with regard to document review and update, we should acknowledge the utilisation of AI to reflect wording for simplicity, not content.

## 10. GOVERNANCE UPDATE

### 10.1 Reporting to the Paddle UK Board

The Governance Department had received a provider appeal against a decision made (a perceived conflict of interest). After consideration by the Governance Department and an independent person, this appeal was rejected.

Committees of the Paddle UK Board are currently under review, which will be concluded by the end of 2025.

There are numerous advisory/technical groups and a review of these is also intended.

**ACTION 15:** LP to discuss with JJ regarding fee charging for appeal applications.

**ACTION 16:** LP to update the Appeals Policy to reflect that, in certain circumstances, appeals will need to be escalated to the Governance Department.

## 11. BCAB SELF-ASSESSMENT REGISTER (SAR)

### Conditions for review:

**Section A** - Governance Rules about governance of awarding organisations, including management of conflicts of interest, risks, incidents and malpractice.

**Section B** - The awarding organisation and Ofqual Rules about the relationship between awarding organisations and Ofqual, including in relation to Responsible Officers, reporting of information and the use of Ofqual's logo.

**Section F** - Providing qualifications to purchasers Rules about providing information on qualification fees and features, packaging qualifications with other products or services, and invoicing.

BCAB Committee members reviewed the above Conditions.

**ACTION 17:** KB to make appropriate changes in the SAR as directed by Committee members.

## 12. ANY OTHER BUSINESS

### 12.1 Office for Students (OFS)

**ACTION 18:** LP to look at the Level 4 requirement by the Office for Students (OFS).

### 12.2 Apprenticeship and Skills Levy

**ACTION 19:** LP to determine whether the apprenticeship and skills levy will affect BCAB qualifications.

## 13. DATE OF NEXT MEETING

### Dates for 2025:

23 October 2025 (online)

18 December 2025 (online)