

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #48

23 OCTOBER 2025 – 10:00-13:00

GOOGLE MEET

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance:

Stephen Scorer (SS) – BCAB Committee Chair

Lee Pooley (LP) – BCAB Responsible Officer

Katy Hensby (KH) – BCAB Committee Member

Natasha Devonshire (ND) – Qualifications and Training Lead

Joy Johnston (JJ) – Head of Governance

Karen Bagshaw (KB) – Qualifications Administrator

Apologies:

Graham Lyon (GL) – BCAB Committee Member/Coaching Leadership Strategy
Group Representative

2. CHAIR'S WELCOME AND OPENING REMARKS

LP welcomed all to the meeting.

It has been a busy period with a lot of activity taking place since the last meeting in July. Adventure tourism and nature has been reported as one of the most popular leisure activities for those in the UK holidaying.

There have been recent changes within education: post-16 education and skills white paper, focusing on meeting economic needs and bridging the skills gap. Vocational alternatives are currently being explored, including V levels (19 subjects). Auto-enrolment for school leavers is not linked to T-Levels or other training/jobs. This does not currently affect BCAB but opportunities will be identified to explore a vocational career path once things settle down. It was noted that some elements of the paper are still under consultation.

The significant work and support of the BCAB Committee was acknowledged and thanks were expressed for members' time and commitment.

3. **DECLARATIONS OF INTEREST**

None declared.

4. **MINUTES OF PREVIOUS MEETING – 17 JULY 2025 (#47)**

4.1 BCAB Committee - Meetings Action Tracker

Agenda Item	Actions from 17 July 2025 meeting	Responsible person	Status
4. Minutes of the previous meeting - 20 March 2025	ACTION 1: 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.	KB	Completed 29/07/2025
5. Matters Arising	ACTION 2: KB to ensure that BCAB Committee members have access	KB	Completed 28/07/2025

	to Coaching Leadership Strategy Group minutes.		
	ACTION 3: GL should have a standard agenda item in this committee to report on Coaching Leadership Strategy Group updates. KB to include in future agendas.	KB	Completed
	ACTION 4: KB to formally recognise GL's role in Coaching Leadership Strategy Group in the attendees list within this document.	KB	Completed
7. Qualifications and Awards	ACTION 5: ND to share the first version of the reviewed Level 1 Paddlesport Instructor Award documents with BCAB Committee members for their feedback.	ND	Completed 28/08/2025
	ACTION 6: After the first Paddlesport Instructor Award document review has been completed, ND should create a policy document containing a standard set of agreed resource requirements which will apply to all document reviews.	ND	Ongoing
	ACTION 7: Qualification and award registration numbers will be requested from Delivery Centres. KB and ND to confirm the best way of doing this.	ND/KB	Ongoing

8. EQA Annual Report. 8.4 No notice visits	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.	LP	Completed 02/09/2025
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 speak with the Head of Governance.	LP	Ongoing
	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.	LP/EQAs	Completed
	ACTION 12: With regard to the BCAB Complaints policy, for exceptional circumstances the EQA Lead should be reflected within this policy.	LP	Completed
BCAB Committee and BCAB Responsible Officer succession planning:	ACTION 13: Professional development opportunities should be made available for BCAB	LP	Ongoing

	Committee members when appropriate.		
	ACTION 14: KB to recirculate the skill set document to BCAB Committee members to update if necessary. ND to complete.	KB	Completed 27/07/2025
10.1 Reporting to the Paddle UK Board	ACTION 15: LP to speak with JJ regarding fee charging for appeal applications.	LP	Completed
	ACTION 16: LP to update the Appeals Policy to reflect that, in certain circumstances, appeals will need to be escalated to the Governance Department.	LP/KB	Completed
11. BCAB Self-Assessment Register	ACTION 17: KB to make appropriate changes in the SAR as directed by Committee members.	KB	Ongoing
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).	LP	KH leading discussion as agenda item 6.2
12.2 Apprenticeship and Skills Levy.	ACTION 19: LP to determine whether the apprenticeship and skills levy will affect BCAB qualifications.	LP	Awaiting confirmation from DofE/Skills England

4.2 Amendments required to the Minutes of 17 July 2025

ACTION 1: KB to amend:

- Page 2 - there is a slight clash between language used. The Awarding Body should not be involved in deployment.
- Page 5 - Action 3: Coaching Leadership Strategy Group updates not in current agenda for today. Reword text to make clear that it is for a Coaching Leadership Strategy Group agenda item.
- Page 8 – 8.3: It appears that the Lead EQA is doing the majority of the work. Reword to make clear that this is due to the size of the Delivery Centres allocated.

5. MATTERS ARISING (Not covered by the Agenda)

None.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Trackers

The Awarding Body action trackers were presented to Committee members.

6.2 Level 4 Office for Students (OFS)

As an action from the previous meeting and further exploration, the Committee believe that the numbers are not large enough to warrant an application. It is important that we communicate the use of Lifelong Learning Entitlement (LLE) with Delivery Centres which would require BCAB to apply to be added to the register.

ACTION 2: KB to add the Level 4 Office for Students information to the Delivery Centre (DC) newsletter, requesting them to inform BCAB if they intent to use the LLE.

6.3 SAR Update

The SAR was presented to the Committee and members were updated on the document's update since the July BCAB Committee meeting.

7. AWARDING BODY / NGB GOVERNANCE

The Head of Governance at present is conducting a project that involves reviewing how the Awarding Body is governed and what, if anything, needs to be changed. This comes at a time when all committees of the Paddle UK (PUK) Board are being reviewed.

BCAB has a rebrand planned for March 2026 which includes a change of domain.

It was agreed that it was important for the Head of Governance to sit on the BCAB Committee moving forwards and will be invited to all future meetings.

ACTION 3: KB to invite Joy Johnston to all scheduled Committee meetings.

8. STRENGTHENING CERTIFICATION AND DEPLOYMENT PATHWAYS: TRANSITIONING TO A LICENCE TO PRACTICE MODEL

A paper had been circulated to BCAB Committee members previously (07/10/2025). This paper will also be made available and discussed with the Safeguarding Steering Group, Coaching Leadership Strategy Group and the Youth Forum. The paper concluded that:

The separation of certification from deployment and moving to a Licence to Practice model represents a significant step forward in governance, transparency, and safeguarding within paddlesport. By addressing the flaws in the current system, aligning with national workforce governance initiatives and introducing a live register, this approach will ensure a more robust, accessible, and responsible framework for certification and deployment.

It was agreed that a prerequisite module focused on safeguarding, undertaken before attending a course, would be far more robust.

It should be noted that deployment is not an awarding body issue.

There is a meeting scheduled for the 29th October 2025 with Delivery Centres and the Safeguarding Steering Group to ensure lines of communication stay open and to provide the opportunity to discuss this proposal further.

The paper will also be presented to Coaching Leadership Strategy Group on the 4th November to gain their feedback, with the Youth Forum consultation taking place later in November.

9. ANNUAL STATEMENT OF COMPLIANCE

This year, Ofqual has asked for short answers to their lines of enquiry. These are currently sitting with the Finance and Governance departments. A response has already been received by the Digital department.

Once BCAB's response has been finalised, approval from the BCAB Committee will be sought before seeking approval from the Head of Governance and then the Chair of the PUK Board. It is intended to submit BCAB's SOC in January 2026.

10. AWARDING BODY REBRAND AND DOMAIN

Working groups had been set up to ensure that when the BCAB website closes down, the correct information will be transferred to the new domain:

- There will be an eLearning store in PUK.
- The Digital Library will sit in the PUK Learning store.
- There will be a Paddle UK Awarding Body landing page.
- The 'learn' aspect of what we are currently offering will be removed.
- It is intended to go 'live' with the rebrand by the end of March 2026.
- Assurances were given that all documentation which ensures BCAB remains compliant will be on the new site.

11. QUALIFICATIONS AND AWARDS

11.1 Update and progress verbal report (ND)

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

- The Digital Library review is almost complete with a deadline of mid-November.
- There are two policies outstanding which currently sit with the Digital and Governance departments for their feedback.
- BCAB Committee members were thanked for providing feedback on the course documentation project, with all feedback now received and considered. The creation of an overview document will now take place.
- A working group has been established to aid in reviewing the Personal Performance Awards to ensure greater relevance and use across the sector. The first meeting will take place in November to look at data and feedback gathered to date. The aim is to complete this review by March 2026 in line with the new Awarding Body website and rebrand.

12. ARTIFICIAL INTELLIGENCE UPDATE

The Head of Digital Innovation had reported that there are no changes in terms of what they would perceive as risks. As in previous reviews, AI could support candidates with session planning and coaching philosophy; however, these elements are not assessed, and that a practical assessment is required for all qualifications offered.

13. EQA TRAINING REQUIREMENTS AND STANDARDISATION

A paper was shared for discussion (04092025 V1-0), the Committee recognised the workload of EQA, and the specialism and expertise of such roles in differing environments. The policy should include the requirement to have CPD recorded.

The committee were informed that a face-to-face EQA standardisation will take place at the end of November 2025.

ACTION 4: LP to amend the document to state that CPD is logged and recorded.

14. ANY OTHER BUSINESS

14.1 BCAB Committee continuity planning

It was raised and discussed the need to be proactive in Committee succession and agreed this should be seen as a priority.

ACTION 5: LP to develop recruitment documentation for appropriate individuals to join the Awarding Body Committee, whereby training and support can be provided.

15. DATE OF NEXT MEETING

18th December 2025 (online).