

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #49

18 DECEMBER 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

Graham Lyon (GL) – BCAB Committee Member/CLSG Representative

Katy Hensby (KH) – BCAB Committee Member

Natasha Devonshire (ND) – Qualifications and Training Lead

Joy Johnston (JJ) – Head of Governance

Karen Bagshaw (KB) – Qualifications Administrator

2. WELCOME AND OPENING REMARKS

In 2025 the Ofqual strategy is a whole-systems approach and the principles of the conditions have been released. Over the last several months, there have been significant changes around other major awarding organisations.

BCAB is currently looking at improving clarity and architecture with Paddle UK Governance as well as preparing for its rebrand in June 2026.

The Paddle UK Executive Leadership Team is currently under restructure. Final details will be communicated when confirmed.

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING – 23 OCTOBER 2025 (#48)

ACTION 1: KB to make the following alterations:

Page 3 – references to TD should be amended to ND.

Page 6 – the name CLSG should be written in full.

Page 8 – When a paper is circulated, there should be reference to its version and issue number.

Page 10 – Reference to the paper circulated should be made.

Moving forwards, it has been noted that the Minutes must clearly state whether the Committee has approved or rejected any proposals.

4.1 BCAB Committee - Meetings Action Tracker

Agenda Item	Actions from 23 October 2025 meeting	Responsible person	Status
4.2 Amendments required to the Minutes of 17 July 2025	<p>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: CLSG updates not in current agenda for today. Reword text to make clear that it is for a CLSG 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.</p>	KB	Completed 05/11/2025

6.2 Level 4 Office for Students (OFS)	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 intend to use the LLE.	KB	Completed 04/11/2025
7. Awarding Body/NGB Governance	ACTION 3: KB to invite Joy Johnston to all scheduled Committee meetings.	KB	Completed 05/11/2025
13. EQA Training Requirements and Standardisation	ACTION 4: LP to amend the document to state that CPD is logged and recorded.	LP	Completed
14.1 BCAB Committee continuity planning	ACTION 5: LP to develop recruitment documentation for appropriate individuals to join the Awarding Body Committee, whereby training and support can be provided.	LP	Completed

5. MATTERS ARISING (Not covered by the Agenda)

None.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Trackers

Both the BCAB Committee and BCAB internal action trackers were presented to the Committee. The Committee acknowledged the content of the action trackers.

6.2 Ofqual portal – BCAB qualifications amendment from ‘available to learners’ to ‘no longer available’ for Committee consideration and approval

BCAB Level 1 Paddlesport Instructor – 603/2607/4

BCAB Level 2 Coach Award – 603/2608/6
BCAB Level 3 Performance Coach – 603/2609/8
31 December 2025 as an operational end date
31 July 2026 as a certification end date

BCAB Committee approval:

The Committee approved the above dates. The documents should be kept in an archive and then destroyed after the appropriate length of time - 120 years (currently under review).

ACTION 2: KB to update the Regulator portals before the 24th December 2025.

ACTION 3: Digitisation of the 'blue directory' held by LP should take place in the new year. KB to undertake this task.

ACTION 4: With regard to storage/archiving, retrieval and destruction of documents, ND to amend the Principles for the Format and Layout of Regulated Course Documents policy to include details.

7. AWARDING BODY / NGB GOVERNANCE

7.1 Governance verbal update (JJ)

JJ presented slides to the Committee which showed the current Paddle UK Committee Structure and proposed Committee structures.

JJ confirmed that the future of the BCAB Committee will be considered carefully.

7.2 Coaching Leadership Strategy Group (CLSG) verbal update (LP)

It was noted in the 4th November CLSG meeting, that within the industry there is change such as (focus on experiences, less about skill development and facilitators organising and leading trips, rather than formal coaching sessions).

The separation of certification and deployment was discussed and this was supported by CLSG. Communication is extremely important, with clarity of responsibilities.

7.3 Recruitment of committee member(s) (paper)

With the agreement of the BCAB Committee, it is intended to publish the advert for new BCAB Committee members in January 2026. It was thought that someone with an understanding/qualification in quality assurance and auditing would be of benefit to the Committee.

BCAB Committee approval:

The Committee approved the contents of the advert with the following addition:

ACTION 5: LP to amend the advert to say we would be particularly interested in lead auditors and quality assurers.

8. ANNUAL STATEMENTS OF COMPLIANCE (SOC)

The deadline for submissions is the 16th January 2026. Information is requested on cyber, finance and structure.

8.1 Ofqual submission (paper)

Cyber:

BCAB Committee approval:

The BCAB Committee approved the submission with the addition of the Cyber Essentials Plus date.

ACTION 6: LP to contact the Director of Digital Innovation to determine the Cyber Essentials Plus renewal date and add this date to the SOC.

Finance:

BCAB Committee approval:

The BCAB Committee approved the submission.

Structure:

BCAB Committee approval:

The BCAB Committee approved the submission with the amendment below:

ACTION 7: The reference to 'operation and compliance' needs to appear in the same order so wording should be amended (KB).

8.2 CCEA submission (paper)

The CCEA requested information on BCAB's interaction with the Paddle Northern Ireland delivery centre. This document had been written by Darren Sherwood, the BCAB Lead EQA.

BCAB Committee approval:

The BCAB Committee approved the submission with the amendment below:

ACTION 8: Add the signature of either the BCAB Lead EQA or BCAB Responsible Officer at the bottom of the document, whichever is most appropriate.

8.3 Qualification Wales submission (LP)

No statements required, only need to state whether we are compliant or not.

BCAB Committee approval:

The BCAB Committee approved the statement that BCAB is compliant.

8.4 Process and audit trail of submissions (LP)

It is important that BCAB has an audit trail. LP will meet JJ on the 5th January to finalise the submissions and seek approval from the Paddle UK Board and Chair.

Emails with regard to the Statement of Compliance are kept in the appropriate SOC folder.

9. QUALIFICATIONS AND AWARDS

9.1 Update and progress verbal report (ND)

The Personal Performance Awards review is underway. The working group met in November and will be meeting again in January 2026. ND had met with Delivery Centres for provider and learner feedback. The next step is to collate the feedback so far and decide whether we need to request any further feedback. It is intended that that review will conclude in March 2026.

Plans for 2026 are in line with BCAB's review processes:

- The SUP Instructor is due its first 3-year review after its launch in 2023.
- The Coach Award is now due a 5-year review as it was originally reviewed in 2021 after its launch in 2018.
- The technical groups will have input with the Leadership and Raft Guide Awards review, which was launched in January 2021.

It is intended to draw up a review plan schedule in January 2026.

It was agreed that a schedule of future objectives for the next 5 years would be useful for the BCAB Committee as this would enable the Committee to endorse and show the release of upcoming work, therefore formalising the plan. The schedule should clearly identify what are regulated and non-regulated qualifications and awards.

ACTION 9: ND to share the schedule with Committee members and add to the action tracker as a new tab once approved.

9.2 Document Policy (papers)

Performance and Layout of Regulated Course Documents

The BCAB Committee is aware that the regulated course documents and policies have been reviewed to ensure they are current, accurate, up to date and accessible. In the summer, ND shared a first draft of the BCAB Level 1 Paddlesport Instructor Award document with multiple stakeholders for feedback and consultation and responses were taken into consideration.

An updated document was then reshared that includes:

- Support for a younger reading age
- Colourful graphics
- Ensuring it can be read by the paddlebot and screen readers
- Ensuring a more modern approach that also meets regulatory requirements

Alongside this, a policy was created using the following key principles:

- Concise and consistent
- Have key overview at start
- Written for learners and providers
- Clear learning outcomes and assessment standards
- Information about accessible format, adding descriptions to pictures for screen readers, etc. ensuring headings are tagged so can be read by screen readers.

ACTION 10: ND to update the document to refer to the storage/archiving, retrieval and destruction of documents and share with BCAB Committee members before the next meeting.

ACTION 11: Seek final approval from the BCAB Committee for regulated courses before sharing course documents with the paddling community.

10. ARTIFICIAL INTELLIGENCE

AI is moving at a fast pace but the Director of Digital Innovation believes it has no direct impact at present with regards to qualification assessments. The use of AI is allowed for the creation of session plans and coaching philosophies as these are supplementary.

One concern that has been flagged is that AI is becoming very good at regenerating certificates and even though our certificates have their own unique number, this could pose a risk.

Currently, any risk to BCAB from AI is nested within the larger organisation. Our internal systems are ring-fenced and we have the use of our own Gemini AI system which is confidential and only gains information from internal documents. Test phishing emails are also sent to all staff on a monthly basis.

ACTION 12: Reference to the use of AI should be made within the Principles for the Format and Layout of Regulated Course documentation policy on how it can be used to aid and support but should not be heavily relied on.

11. ANY OTHER BUSINESS

Committee members were thanked for their commitment, hard work and support this year. LP is looking forward to working with the Committee in the new year.

12. DATE OF NEXT MEETING

ACTION 13: KB to circulate potential dates for next year's meetings with the draft Minutes:
19th March 2026 (online). *This meeting was rescheduled to the 10th March 2026.*
9th July 2026 (Nottingham offices)
22nd October 2026 (online)
10th December 2026 (online)