

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #50

10 MARCH 2026 – 10:00-13:00 (Rescheduled from 19 March 2026)

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

Karen Bagshaw (KB) – Qualifications Administrator

Apologies:

Joy Johnston (JJ) – Head of Governance

2. WELCOME AND OPENING REMARKS

Thank you for attending the 50th meeting of the BCAB Committee.

The Paddle UK AGM will be held this evening.

Paddle UK Membership is currently steady at around 75,000.

With regard to the recent restructure and recruitment, LP's role has now been confirmed as Head of Safety, Learning and Development, and no longer sits within the Executive Leadership Team. This move has created the opportunity for LP to have a specific focus on safety and education.

The advert for the Director of Finance & Operations is going live in the next couple of weeks. The current postholder will be leaving the organisation at the end of June 2026.

Work is underway around the new Paddle UK strategy. The Executive Leadership Team is working together to get a draft to the Paddle UK Board in April 2026 with the aim of consultation and launch later on in the year.

3. **DECLARATIONS OF INTEREST**

None declared.

4. **MINUTES OF PREVIOUS MEETING – 18 December 2025 #49**

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

Page 4: When the BCAB Committee has reviewed the action trackers, the following statement should be added to these and future minutes: ‘the Committee acknowledged the content of the action trackers.’

Page 7, 8.4: With regard to audit email trails, we should make reference to where they are kept, e.g., Statement of Compliance folder.

Page 10: The date of this meeting was rescheduled from the 19th March. This change should be reflected within these minutes.

4.1 BCAB Committee - Meetings Action Tracker

Agenda Item	Actions from 18 December 2025 meeting	Responsible person	Status
1. 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	KB	Completed 15/01/2026

	should be reference to its version and issue number. Page 10 – Reference to the paper circulated should be made.		
6.2 Ofqual portal – BCAB qualifications amendment from ‘available to learners’ to ‘no longer available’ for Committee consideration and approval	ACTION 2: KB to update the Regulator portals before the 24th December 2025.	KB	Completed 19/12/2025
	ACTION 3: Digitisation of the ‘blue directory’ held by LP should take place in the new year. KB to undertake this task.	KB	
	ACTION 4: With regard to storage/archiving, retrieval and destruction of documents, ND to amend the Performance and Layout of Regulated Course Documents policy to include details.	ND	Completed
7.3 Recruitment of committee member(s) (paper)	ACTION 5: LP to amend the advert to say we would be particularly interested in lead auditors and quality assurers.	LP	Completed

8. ANNUAL STATEMENTS OF COMPLIANCE (SOC)	8.1 Ofqual submission (paper). Cyber: ACTION 6: LP to contact the Director of Digital Innovation to determine the Cyber Essentials renewal date and add this date to the SOC. Structure: ACTION 7: The wording operation and compliance needs to appear in the same order and needs amending.	LP/KB	Completed. Cyber Essentials Plus renewed 24/12/2025.1 eted.
	8.2 CCEA submission (paper). 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.	LP	Completed
9.1 Update and progress verbal report (ND)	ACTION 9: ND to share the schedule with Committee members and add to the Action Tracker as a new tab once approved.	ND	To be discussed at March Committee meeting.
9.2 Document Policy (papers)	Performance and Layout of Regulated Course Documents. ACTION 10: Update the document to refer to the storage/archiving, retrieval and destruction of	ND	Completed

	documents, ND to amend the policy and share with BCAB Committee members before the next meeting.		
9.2 Document Policy (papers)	ACTION 11: Seek final approval from the BCAB Committee before sharing course documents with the paddling community.	ND	Ongoing process
10. ARTIFICIAL INTELLIGENCE	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.	ND	Completed
12. DATE OF NEXT MEETING	ACTION 13: KB to circulate potential dates for next year's meetings with the draft Minutes:	KB	Completed

5. MATTERS ARISING (Not covered by the Agenda)

None.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Trackers (KB)

KB presented the internal AB and BCAB Committee action trackers, which the Committee acknowledged the content of.

6.2 Name change notifications (KB)

Formal notification letters had been sent to Ofqual, Qualifications Wales, CCEA and CIMSPA regarding the upcoming BCAB rebrand and name change, providing assurances regarding legal entity status, brand integrity, and stakeholder communication and transition. Acknowledgements of receipt had been received.

6.3 Website update/progress (LP)

This is a significant piece of work providing an opportunity to spring clean the content. There has been a blended approach historically but, from 30 June 2026, BCAB/Paddle UK Awarding Body as it will be known then, will have its own section of the Paddle UK website. LP presented the staging site to Committee members. The approach was to focus on the 'learn' concept and embrace people to consider their learning and to be directed straight to the correct information. The language used is tailored to specific disciplines. The eLearning store will be part of the Paddle UK website but will still share aspects of the Paddle UK Awarding Body. The Digital Library work is now completed and library entries will need to be manually uploaded. The search function has been improved for ease of use.

A developer has been employed to work on the Self-Analysis tool. Self-analysis results will be automatically saved in the user's membership record and there will be a download function available. If users score highly, there will now be the option for them to apply for accredited prior learning if appropriate.

The Delivery Centres will continue to have their own private portals on the website which will be hidden from public view. Provider recruitment and other related documentation will be stored within these portals. The new website will, however, provide public information on the process for becoming a Delivery Centre.

A presentation of the finished website will be scheduled for the July face to face meeting.

ACTION 2: LP to provide BCAB Committee members with a run-through on the website staging prior to going live on 30 June. This will enable feedback.

7. AWARDING BODY / NGB GOVERNANCE

7.1 Governance verbal update (JJ)

In the absence of JJ, LP was able to provide an update as they have monthly meetings.

The review of the current Paddle UK committees is ongoing, with the decision on which committees should report to the Paddle UK Board still to be made. An update had been provided to the Board.

7.2 Safeguarding/Code of Conduct for Workforce update (JJ)

Eighteen months of work was presented to the Paddle UK Board on how we recognise safeguarding training that has been accessed. Some courses are online, face to face and led, some are robust but unfortunately the quality is not consistent. It has been agreed that we will accept any safeguarding training but we will not approve it as a credential until the candidate has passed an online knowledge check.

The Committee stressed the importance of clarity that it is the candidate sitting the knowledge check. LP provided assurances that the candidate will gain access to the knowledge check via their membership number, and then uploaded onto their personal record. Upon completion, a certificate will be issued clearly stating the level and also referencing any role changes which will be required to update their status.

There will be some work to complete with regard to eLearning's to ensure they are current.

The Committee asked if we will be asking people to complete the 'Prevent' training? LP will discuss with JJ on this matter.

Feedback had been received regarding the Code of Conduct for the coaching workforce. CIMSPA and UK Coaching standards had been followed and the wording had been amended to reflect new legislation and also voluntary club areas. Moving forwards, this guidance will be called the Paddle UK Code of Conduct and will not be the responsibility of the Awarding Body.

7.3 CLSG verbal update (LP)

CLSG has not met since last year because its function is under review to determine how best it would benefit the organisation and Awarding Body. It is thought that it should have a focus on learning and development. CLSG meetings will be postponed until the review has been completed but members of the group have been kept updated on developments via reporting papers.

7.4 Recruitment of committee member(s) - progress/update (LP)

We had a good response to the advert with eleven expressions of interest. Applications were varied and LP had met with all eleven online for an informal chat. This was an opportunity for LP to give clarity of what an awarding body does. LP then shared interview notes with SS for his consideration.

Three candidates will now be formally interviewed by LP, SS and JJ after Easter. One candidate is from the RNLI, one is from CIMSPA (QA and compliance) and one used to work for the NHS with regard to medical compliance. If selected, the successful candidate(s) will undergo an induction period and be invited to their first face to face meeting in July.

7.5 Appeals and Complaints (LP)

In the last few weeks, one appeal and one complaint has been received.

The Appeal:

The Responsible Officer and Lead EQA are currently reviewing the evidence.

ACTION 3: KH to send LP guidance on neurological disabilities.

ACTION 4: The BCAB Reasonable Adjustments policy be reviewed by LP and updated accordingly.

The Complaint:

The complainant had their roles suspended but deemed this to be unfair.

8. QUALIFICATIONS AND AWARDS

8.1 Update and progress verbal report (ND)

The Personal Performance Award (PPA) review is nearing conclusion. The PPAs launched in January 2019 and there have been limited changes since.

A range of feedback has been collated from Delivery Centres, which included Provider and Learner feedback, Technical Groups, as well as a range of data fields.

Learner satisfaction was high, with learners completing the awards for a range of reasons including personal interest, confidence building or for club privileges.

However, feedback also indicated that clearer guidance is needed, with the suggestion of a skills checklist. People also shared various barriers to adoption including that certification fees were high for digital only certificates and there was confusion around the certification process.

Therefore, there are 6 key proposed recommendations:

1. **Simplify Documentation:** Develop clear tutor guidance and skills checklists.
2. **Review Pricing:** Consider reducing fees for PDF certificates, especially for under 18s, or adding value through physical rewards.
3. **Improve Marketing:** Provide an infographic/illustration detailing a progression pathway. Provide clarity and purpose to user groups, providing examples of the award uses.
4. **Automate Systems:** Implement better API integration and bulk-logging for large partners.
5. **Marketing:** Consider a marketing plan.
6. **Providers:** Acknowledge the experience of instructors, leaders and coaches providing direct access in delivering the awards, ensuring both tutor and assessor training is accessed, but without the need for a formal sign-off from an existing provider.

8.2 Order of Reviews and Review Outline for 2026

SUP Instructor Review

The SUP Instructor launched in 2023 and is therefore due its 3-year review, in line with our regulated qualification review process.

The review will be formed of three phases including (1) a survey, sent to a wide audience including SUP Instructors, Deployers, Tutors, etc., (2) Data collection through the Awarding Body and Delivery Centres (3) Delivery Centre interviews.

The review will take place from mid-March to May, with a report created. Depending on the recommendations will dictate the timescales for implementation.

Coach Award Review

The Coach Award launched in January 2018, with the 3-year review taking place in 2021, so the Award is therefore due its 5-year review. This will follow a similar feedback collection process as the SUP Instructor review with a Survey, Data collection and Delivery Centre interview.

The review will take place in April and May, similarly, with a report created and the recommendations will dictate the timescales for implementation.

With the occurrence of several reviews happening in the same year, it was noted by the Committee that the workload for these could become onerous. An alternative, risk-based approach was discussed as a possible solution.

ACTION 5: LP to consider a risk-based approach for future reviews and present the findings to the Committee at the next July meeting.

8.3 Data Project Scope

The data we collect, in terms of certification and registration numbers, is on excel spreadsheets. Certification alone requires 16 spreadsheets a year and therefore makes any

data collection or analysis time consuming, difficult to manipulate and with a high chance of human error.

We are now working with the Data Strategy and Insights Manager to get a dashboard for regulated and non-regulated awards, to show real time trends and the ability to manipulate and analyse the data, e.g., gender split, Welsh language for Paddle Cymru, non-regulated awards, to understand patterns and feeders across the disciplines. Data for yearly stats on the overall numbers per qualification and breakdown by discipline will be available, including reporting on regulated qualification certifications. A more automated certification process will also be created.

The Committee will be kept informed of progress.

9. OFQUAL's Principle Conditions update (ND)

Ofqual held an event at the end of January about the new principles. A representative from BCAB (ND) attended this event.

Principle 1 – An awarding organisation must act with honesty and integrity.

Principle 2 – An awarding organisation must treat Learners fairly by acting and taking decisions with due impartiality and based on appropriate evidence.

Principle 3 – An awarding organisation must ensure that each qualification that it makes available, or proposes to make available is, and continues to be, fit for the purposes for which it is intended.

Principle 4 – An awarding organisation must act in a way that maintains and, where possible, promotes public confidence in qualifications.

Principle 5 – An awarding organisation must act in an open, transparent and co-operative manner with Ofqual and, as appropriate, with Users of qualifications

Principle 6 – An awarding organisation must conduct its activities with a proactive approach to compliance with its conditions of recognition.

The consultation highlighted two key themes:

(1) people generally agreed with the intent.

(2) concern if new regulations were needed with the implementation / risk of duplication / the subjective nature of the principles.

They were keen to highlight that for the 2026 statement of compliance, awarding bodies will not have to declare non-compliance of the principles in isolation. It may be highlighted if you declare non-compliance and one of the principles is linked. Ofqual are keen to ensure there is no additional burden.

Ofqual will review the principles annually so are keen to hear any feedback throughout the year.

Case studies were discussed and most people thought that existing conditions would highlight when something has been done wrong, and the principles provide support / back up to the evidence.

10. ARTIFICIAL INTELLIGENCE (BW/LP)

There are no significant changes or updates to report.

11. ANY OTHER BUSINESS

ND is starting maternity leave at the end of March so this will be her last meeting for a while. Best wishes go to ND and her family.

12. DATE OF NEXT MEETING

The original date of 09 July 2026 for BCAB's face to face meeting needs to be rearranged.

It was agreed to hold the meeting on 16 July 2026.

ACTION 6: KB to inform BCAB EQAs of the change of meeting date.

ACTION 7: KB to arrange accommodation and hospitality for the evening before, this will include any newly appointed Committee member(s).