

**BRITISH CANOEING AWARDING BODY COMMITTEE – MEETING #20
ON TUESDAY, 12 FEBRUARY 2019 AT 10:00AM
AT BRITISH CANOEING, NATIONAL WATER SPORTS CENTRE,
NOTTINGHAM NG12 2LU**

MINUTES

1. In Attendance:

Stephen Scorer (SS)	Chair
Lee Pooley (LP)	BCAB Responsible Officer
Graham Lyon (GL)	BCAB Committee Member
Heather Venis (HV)	External Advisor
Karen Bagshaw (KLB)	Qualifications Administrator

2. Welcome and Opening Remarks

LP welcomed everyone to the first 2019 meeting of the British Canoeing Awarding Body (BCAB). There had been a lot of developments since the last meeting and these will be discussed within the meeting agenda.

3. Declarations of Interest

None declared.

Action: KB to email the DOI form to Committee members for completion and store responses securely

4. Minutes of the Previous Meeting – 15 August 2018 (#19)

	Actions from 15 August 2018 meeting	Responsible person	Status	Notes
1	Minutes dated 19.04.18 - Page 3 – error with	KLB	Completed 16.08.18	

	numbering – renumber.			
2	Remove next meeting date from 19.04.18 Minutes (November).	KLB	Completed 16.08.18	
3	Add SAR links for General Conditions of Recognition (e.g. G6) to actions list.	KLB	Completed 05.09.18	
4	Monitor visitor stats to the BCAB website and include as a standard BCAB Committee agenda item.	KLB	Completed quarterly	
5	Monitor Delivery Centre stats and include as a standard BCAB Committee agenda item. Link to Condition D3 in the Conditions of Recognition in the SAR document.	KLB	Completed 24.08.18	Condition D3
6	Include revised Business Continuity Plan document in the SAR (Condition A6).	KLB	Discussing at SMT meeting 13.02.19	Confirmation received 30.01.19 that the revised document has not been finalised.
7	Make reference to British Dyslexia Association work in the SAR document.	KLB	Completed 24.08.18	
8	If a Delivery Centre outsources its services, would this be an indication that we cannot access funds. If this happened,	KLB	Completed 24.08.18	

	BCAB would still be seen as supporting the learners. Add to SAR Risk Register.			
9	Ofqual Compliance Statement. LP to approve compliance statement on the Ofqual portal.	LP	Completed 17.09.18	Approved and uploaded to portal.
10	QiW Compliance Submission. Make the amendments and submit the statement via the QiW portal.	KLB	Completed 16.08.18	
11	CCEA Compliance Submission. Submit the statement via email as requested by the CCEA.	KLB	Completed 16.08.18	
12	British Canoeing (England) has recruited 50 new Providers now working towards becoming operational.	KLB	Completed 24.08.18	
13	BCAB Committee member role description. Finalise the role description and application form and advertise the post via LinkedIn, the BCAB website and newsletters. Role to be advertised for one month to see what interest it generates.	LP/KLB	To be discussed as an Agenda Item.	Finalised and approved.

14	Add reference to BCAB website Privacy Centre in the SAR document.	KLB	Completed 24.08.18	
15	BCAB does not currently have a Trade Mark. The Head of Governance and Compliance is taking responsibility for this.	UN	Ongoing	
16	It is proposed that a request form should be used by people wanting to use our documentation and logos. Create an online request form.	KLB	Ongoing	With the IT Department.

Minute No. 6

The revised Business Continuity Plan is to be discussed at the Senior Management Team meeting with the intention that this document be signed off by the British Canoeing Board. It is important that BCAB is included in this Plan and there is evidence that this document has been read by members of this Committee.

Minute No. 12

An audit was completed late 2018 that indicated that new Providers were operating effectively. This is due, in part, to strong leadership from the British Canoeing Delivery Centre Manager.

Minute No. 13

To be discussed as Agenda item 9.2.

5. Matters Arising (Not covered by the Agenda)

The Minutes of the previous meeting were agreed as a true and accurate record. In order to be open and transparent, the British Canoeing Board is keen to make available final meeting Minutes on the British Canoeing website. It is thought that BCAB Committee Minutes should sit on the BCAB website instead and it is hoped that this request will be approved.

The 2018 British Canoeing Annual Report will be published in time for the Annual General Meeting in March 2019.

There were no matters arising which are not covered by the meeting Agenda.

6. Awarding Body Administration

6.1 BCAB website including visitor statistics

A report was presented to the Committee. For 01 October-31 December 2018, the average session duration was 04:25 minutes which indicates that people are reading content or watching the video resources. There was an increase in people accessing the site, with a considerable amount of interest from the USA. For 01 January-10 February 2019, there had been an increase in visitors, with a visit duration time of 04:20 minutes.

There had been some additions to the website and an update as follows:

- Update to the Malpractice and Maladministration Policy;
- BCAB is now working with the Scouts Association and the International Sea Kayak Guide Association;
- Three new pieces of academic research;
- A new Wild Water Racing Handbook;
- 80 resource videos for slalom coaches;
- Non-watermark documents are now available;
- New eLearning – Code of Conduct for Coaching Workforce.

It is hoped that by October 2019, there will be the addition of a search library function to the website as there are currently 2500 articles available.

Guidance documents which have been refreshed are now Dyslexic-friendly. Moving forwards, all documents will be updated into this format.

Action: Reflect BCAB website development in the Self-Assessment Register – KB.

Any collateral/changes to the website are regularly communicated to coaches, providers and paddlers via Delivery Centres.

6.2 Delivery Centre quarterly data collection statistics

These were presented to the Committee.

6.3 2018 stats – comparison to 2017

Participation and certification numbers were lower in 2018 than 2017 due to paddlers waiting for the new awards to launch. BCAB Committee members were comfortable with this and are expecting a steady increase in the future.

6.4 Delivery Centre Quarterly reporting for 2019

The quarterly reporting form will be amended for 2019 to not only show registrations and certification, but also the retention of learners.

Action: The new 2019 form will be presented to the BCAB Committee at the next meeting – KB.

7. Awarding Body Self-Assessment Review

7.1 SAR and Risk Register

Maintained as an ongoing document. Any additions/amendments are added to the SAR on a monthly basis, following discussion at the BCAB

minuted, internal meetings. At present there is nothing significant to report.

It was agreed that it would be a good idea to sample a particular section of the SAR which is topical at the time of the Committee meeting and evidence that the members have visited it. This should appear as a standard Agenda item.

Action: Agree which section of the SAR is to be discussed at the next meeting and add to the Agenda.

7.2 Ofqual visit – verbal report to Committee

The Executive Director and Senior Standards Manager from Ofqual visited BCAB at its Nottingham office on 13 September 2018. This meeting was an informal, relationship-building exercise and a chance to meet our colleagues. Numerous questions were asked by Ofqual and these were recorded in the Minutes of the meeting, which were shared with Ofqual for their records.

8. British Canoeing Coaching and Qualifications

8.1 December 2018/February 2019 reporting papers

These had been received by the BCAB Committee prior to this meeting. The members agreed that these were useful and informative.

8.2 Coaching Strategy Group update from November 2018 meeting

There were no Actions arising in this meeting. Minutes are currently available as 'draft'.

8.3 Coach Award SUP

The Stand Up Paddleboard Coach Award will be ready for launch in Summer 2019. There will be four awards; Sheltered Water, Open Water, White Water, and Race. The Provider workforce will be new and steps are being put in place to ensure they meet the required standards. There

will be no material change to the qualification documentation, just one word change from 'boat' to 'craft'.

Action: New resources to be shown to the BCAB Committee at the next meeting.

8.4 Performance Coach review

The review had been completed, undertaken by LP. Natasha Devonshire (ND) and a work placement student from Chichester University, had undertaken the interviews and CB had gathered the analytics data. 159 people had completed the qualification with 151 completing the survey, which gave a clear indication of direction.

The Coaching Strategy Group (CSG) will start to shape the proposed pathways and a working group was now tasked with standardising risk assessments and creating uniformity.

The competency framework and generic risk management could be linked to the Quality Mark system, offering a lot more in addition to paddlesport coaching. Proposal to the Coaching Strategy Group consists of the assessment being locked down but the journey to assessment being individual.

Coach mentoring scheme – on the job development. It is the intention to empower people to make their own choices and direction through a coach self-analysis tool which allows a coach to review their data results. These results would be useful in indicating whether an Accredited Prior Learning application was possible, can be downloaded and personal notes added. The self-analysis tool will also be linked to the resource library. CSG will consider further.

The BCAB Committee agreed that this was an extremely useful resource.

9. Awarding Body Work

9.1 Welsh language grant – update and progress

The Paddlesport Instructor resources have now been translated into the Welsh language and have joined the Coach Award on the BCAB website. Announcements have been made in the form of newsletters in both English and Welsh languages. It is intended to apply for a grant to have the new Performance Coach resources translated into Welsh, once Qualifications Wales open the application process.

9.2 Layout and change of documentation – appropriate access

Commitment reflected in the team annual plan to have resources amended to Dyslexic-friendly.

GL asked whether all documents should be written on an off-white background.

Action: LP and KB to discuss and seek advice from the Dyslexic Association.

9.3 BCAB Committee member role description

Unforeseen circumstances had meant that the previously arranged BCAB Committee meeting had been cancelled. This reinforced the need to recruit another Committee member or, as per the BCAB Committee Terms of Reference, co-opt into the group if required.

A BCAB Committee member role description had been written and its content was agreed. The Committee agreed that there is a clear need to source a new member who could bring another dimension to the group, preferably bringing with them a skill set that is currently absent. This would also enable meetings to go ahead if apologies were made.

Action: Construct an advert and advertise an opportunity for career development and progression, via social media, for the role of BCAB Committee member. This to be published mid-March 2019 – LP/KB.

Action: KB to let HV know when this goes live on LinkedIn so that it can be shared.

Action: LP suggested that, once an application closing date has been decided, and depending on the quality of applications received, a date for interviews should be scheduled. These interviews will be undertaken by the existing BCAB Committee members.

10. External Regulation

10.1 Visit from Ofqual

Previously discussed within Agenda item 7.2.

10.2 OFQUAL compliance submission

SS and LP signed, authorised and submitted the Statement of Compliance via the portal. Confirmation from Ofqual had been received stating that no extra evidence is required.

10.3 QiW compliance submission, plus Malpractice and Maladministration policy

QiW questioned the BCAB Malpractice and Maladministration Policy, stating that there was not enough definition between the two and required BCAB to provide examples. LP completed this amendment and attended an online meeting with QiW to discuss further. At the end of this meeting, QiW declared BCAB as compliant with no further action required.

A clear process of planning linking to Centre sanctions was evident and, as BCAB is the only Awarding Body for paddlesport, Ofqual would be consulted for advice if it was thought necessary to remove a Centre's status.

10.4 CCEA compliance submission

The certificate logo size and wording ('regulation' instead of 'accreditation') was updated as per the request made by CCEA.

10.5 QiW Paddlesport Instructor (portal) – qualification resubmitted.

BCAB submitted a new qualification to the QiW portal in October 2018. Amendments/explanations were then requested by QiW. This is an ongoing issue and the Level 1 Paddlesport Instructor Award will be resubmitted via the QiW portal in the next few days once a letter of support is received from Canoe Wales.

Action: Add to SAR Risk Register and monitor.

11. External Verification

11.1 Delivery Centre Audits 2018

The Audits were now complete, with specific areas targeted for inspection (support for trainers and assessors, application process, selection). The new Provider workforce had made it necessary to check what moderations and training had taken place.

The BCAB Committee was shown the four individual actions plans for each National Association Delivery Centre. LP stated that the depth and breadth of the audits were comprehensive and demonstrated that we continue to be compliant. Moving forwards, a digital audit will be trialled, allowing LP to observe IV work in the field. There is a need to consider future audits; desk-based one year, face-to-face the next.

12. The Wider Environment

12.1 UK Coaching/CIMSPA – professional standards

UK Coaching has been assigned with the task to professionalise coaching and develop partnerships with CIMSPA. The Committee viewed the CIMSPA website to gain further understanding.

Action: LP to stay informed of any developments and update the Committee as appropriate.

13. Any Other Business

13.1 Awarding Body trademark logo

Following an application made by the Head of Governance and Compliance, BCAB has a new trademark logo. Current resources are being amended to reflect this. The change does not affect the Regulator's condition requirements.

14. Date of Next Meeting

Thursday, 9 May 2019. 10:00-15:00. National Water Sports Centre, Nottingham.

Thursday, 15 August 2019. 10:00-15:00. National Water Sports Centre, Nottingham.