

**BRITISH CANOEING AWARDING BODY COMMITTEE – MEETING #21
ON THURSDAY, 09 MAY 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 meeting. There have been a lot of developments since the Committee last met as the pace is moving fast within British Canoeing.

The CEO UK Coaching, had visited British Canoeing for a meeting with the Coaching Department. He was extremely impressed with the developments within Coaching and invited the Department to present at the next UK Coaching Conference.

The BCAB approved November 2018 Minutes are now available for viewing on the BCAB website.

Action 1: Produce a report showing the number of times the BCAB Minutes have been viewed – KLB.

Coaching Strategy Group (CSG) Minutes will also be available for public viewing on the British Canoeing website.

The feedback provided by GL on eLearning was much appreciated and LP is due to meet with the Digital Education Solutions Lead to discuss the findings.

The next CSG meeting will be in July 2019. The Awarding Body appears on the Agenda so GL and LP will give an overview on how it operates.

The newly appointed Head of Participation and Club Services is starting a review on clubs and centres and has visited numerous clubs to look at affiliations and club mark.

There has been a review of the British Canoeing Safeguarding Department and a Compliance and Safeguarding Officer has been appointed.

The Head of Governance and Compliance is moving on to a new role with the Commonwealth Games. The BCAB reporting mechanism will change in the interim whilst waiting for a new member of staff to be appointed.

The British Canoeing Delivery Centre Manager has been working to develop a coaching plan for all regions in England. This work is now complete and a plan for the next 18 months exists. Moving forwards, regions will work on a 4-year plan in line with British Canoeing.

Although take up for the new Personal Performance Award (Discover) is less than expected, overall numbers are above that forecast. It is thought that the Discover Award will pick up in the summer months.

The Coaching Department marketing strategy is now less corporate and more 'on the ground' and this seems to be working quite well.

3. DECLARATIONS OF INTEREST

No changes declared.

4. MINUTES OF PREVIOUS MEETING – 12 FEBRUARY 2019 (#20)

	Actions from 12 February 2019 meeting	Responsible person	Status
1	Email the DOI form to Committee members for completion and store responses securely.	KLB	Completed
2	Reflect BCAB website development in the Self-Assessment Register.	KLB	Completed
3	The quarterly reporting form will be amended for 2019 to not only show registrations and certification, but also the retention of learners. The new Delivery Centre 2019 quarterly reporting form will be presented to the BCAB Committee at the next meeting.	KLB	As Item 6
4	Agree which section of the SAR is to be discussed at the next meeting and add to the Agenda.	All	Item 7 – condition F1
5	New Coach Award Stand Up Paddleboard resources to be shown to the BCAB Committee at the next meeting.	LP/KLB	Agenda Item 8
6	Discuss the use of an off-white document background and seek advice from the Dyslexic Association.	LP/KLB	Will be discussed at the BCAB Internal meeting
7	Construct an advert and advertise an opportunity for career development and progression, via social media, for the role of BCAB Committee member. To be published mid-March 2019.	LP/KLB	Completed – Item 9.2
8	Let HV know when the BCAB Committee member advert goes live on LinkedIn so that it can be shared.	KLB	Shared on LinkedIn
9	Agree a date for the new BCAB Committee	All	Item 9.2

	member interviews.		
10	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. Add to SAR Risk Register and monitor.	KLB	Completed
11	The External Quality Assurance (EQA) role needs formalising. The new EQA could accompany LP on his visits as this would be a good training opportunity. Determine whether there are any suitable candidates from the BCAB Committee member application process. If not, then advertise for an EQA.	Ongoing	LP to ensure this happens asap. Action 2: Add to risk register as amber.
12	UK Coaching has been assigned with the task to professionalise coaching and develop partnerships with CIMSPA. BCAB had been approached regarding a partnership. LP to stay informed of any developments and update the Committee as appropriate.	LP	Ongoing.
13	Add Chartered Membership to the Agenda for the next Committee meeting.	KLB	Agenda item 11 - SS

The Minutes were agreed as a true and accurate record, with the following Actions required:

Action 2: Completion dates need to be added to the meeting Minutes 12.02.19 for the following:

- Page 2 – date on number 4.

- Page 3 – date Ofqual compliance.

Action 3: Once the above has been completed, add the detracted Minutes to the BCAB website for public viewing.

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

The revised Business Continuity Plan needs to be added to the Self-Assessment Register once approved by the British Canoeing Board and made available for the BCAB Committee to view.

6. **AWARDING BODY ADMINISTRATION**

6.1 **BCAB website including visitor statistics**

Website visitor data was shown to Committee members. This data is useful but, as the website is relatively new, there is little data to make comparisons to.

Action 4: For BCAB Committee meetings, KLB to produce a report detailing the following:

- Most visited pages (top 10);
- Downloads.

Ofqual is currently focussing on conflicts of interest.

Action 5: KLB to add the BCAB Conflict of Interest Policy to the website.

Course fees are currently not shown on the BCAB website.

Action 6: It was agreed that a published invoicing document should be added.

It is probable that, in the future, the Paddler Zone and Provider Zone areas of the website will be merged and the search function upgraded.

Action 7: LP to discuss with the Head of Digital.

6.2 **Delivery Centre quarterly data – 1st quarter and comparison to 2018**

There is a slight difference in reporting this year as Provider Administration Fees have been included. The reason for this was for financial reasons as it makes the income easier to decipher.

Registration, Training and Certification data would be useful for the BCAB Committee to see.

Action 8: KLB to bring the above data to the next meeting.

6.3 Quarterly reporting mechanism to gather data for Delivery Centres

The quarterly reporting form is available from the individual Delivery Centre (DC) website portals, with reporting due dates clearly shown. Once received, the reports are sent to the British Canoeing Finance Department. As an Awarding Body, LP feels we have a responsibility to DCs to support them via a positive economic model.

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR and Risk Register

The Google Team Drive enables updates and amendments to the SAR to be viewed by Committee members and also details who makes the amendment and when.

Action 9: KLB to ensure that Committee members have access to the SAR via the Google Team Drive and to ensure this is noted within Condition A5 of the SAR.

7.2 Focus on Condition F1 compliance – Information on fees and features of a qualification

Making fee information available

F1.1 Where an awarding organisation produces a list of standard fees for the qualifications which it makes available and for any associated services, it must ensure that the list is accessible to potential purchasers, at least by means of:

1. (a) making the list available on the internet, in particular by means of a hyperlink to it that is placed on the Register, or
2. (b) providing potential purchasers with a copy of the list.

Action 10: F1.1: Add a statement on the BCAB website regarding associated course costs.

F1.2 Where an awarding organisation does not produce such a list, it must, on request, provide to a potential purchaser:

1. (a) information as to its fees for those qualifications and services, or

2. (b) if it is not possible to determine those fees exactly, a statement of the method by which its fees are calculated or a reasonably detailed estimate of the price that he or she would have to pay.

F1.2 is not applicable to the BCAB.

F1.3 An awarding organisation must ensure that in each case it has in place pricing structures that would be clear to the reasonable purchaser.

Action 11: Ensure there is a rationale behind the pricing structure, with clear and easy to find information.

F1.4 Where an awarding organisation provides or makes available any information as to its fees or the method by which they are calculated, it must, at the same time, provide or make available information as to the main features or the qualifications and associated services to which the fees relate, unless this is already clear from the context.

F1.4 See F1.3.

Making fee information available to satisfy the planning requirements of purchasers

F1.5 Where an awarding organisation provides or makes available any information as to its fees or the method by which they are calculated, it must take all reasonable steps to do so sufficiently far in advance of the time at which the qualifications to which those fees relate will be made available to Learners as to satisfy the reasonable planning requirements of potential purchasers.

F1.5 Fees are reviewed annually.

F1.6 Where such information cannot be provided or made available to this timescale, the awarding organisation must instead provide or make available to potential purchasers, information is sufficient to give a reasonable indication of its likely fees,

together with a clear statement to make potential purchasers aware that this information is only indicative.

F1.6 See F1.

BCAB does not, at present, make any information available on costs to the learners. This would be straightforward to do but the registration fee does not cover tuition or assessment fees as these sit with the Providers, therefore we are unable to accurately provide information on associated services. From a BCAB point of view, re-certification, APL, eLearning and course prerequisites are considered to be an associated cost. Any statement on the BCAB website should say “Refer to the Provider for the latest fees related to your course”.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

8.1 Update and progress report

The new **Stadium Safety and Rescue Training** course is a non-regulated qualification. A Provider event had taken place at the National Water Sports Centre, Nottingham which recruited 12 new Providers. Two programmes have also been delivered at Lee Valley ahead of the ICF Slalom event in June.

The new **Stand Up Paddleboard Coach Award** will be launched in August 2019.

White Water Safety and Rescue (non-regulated) Stand Up Paddleboard programme.

A document has been finalised to allow SUPs to come on to that programme. Providers need to meet the right criteria.

Action 12: Make stats available for the next BCAB Committee meeting which shows which disciplines are popular – KLB.

Review of the Performance Coach Award. This is now at the stage of scope and design. There will be a meeting held at Glenmore Lodge on 26-27 June 2019 with details of the outcome being taken to CSG in July 2019.

There will be two pathways: Performance Coach and Head of Paddlesport. LP has been given responsibility for the Performance Coach, with responsibility for the Head of Paddlesport falling to the Development Team. Learners are unique in that they have a huge amount of experience and knowledge and this needs to be taken into consideration when developing the award. LP intends to write the assessment first and will then consider how people get to that point. At present, the 5-7 days of contact training does not support learners efficiently, therefore there is a need to invest more heavily on mentoring. This is where the competency framework applies in that it allows recognition of the diversity of the individual. Launch of the revised award is based around summer 2020.

9. AWARDING BODY WORK

9.1 Welsh language grant 2019 - Performance Coach – update and progress

An application for a grant to translate the revised Performance Coach Award resources was submitted to Qualifications Wales on 17th April 2018. The outcome is awaited.

9.2 BCAB Committee member

Following the advertisement, the Committee considered and discussed an application and it was agreed to proceed in the following way:

Action 13: LP to invite the applicant for a telephone conversation in the first instance to determine what they have to offer the role and what they would like to gain from it. If appropriate, LP to invite the applicant to the next BCAB Committee meeting in August so that they can decide if the role is what they are looking for.

10. EXTERNAL REGULATION

10.1 Ofqual Consultation event, April 2019 and appropriate response

SS, HV, LP and KLB attended this event.

Action 14: The Committee should now produce a collective response to Ofqual reflecting its views. This response is due back to Ofqual by 22 May 2019.

Ofqual is considering ensuring that three quality assurance visits/interventions take place per year. The approach that BCAB currently adopts is verification, but it is now

moving more towards moderation out on the ground. BCAB should be aware of the financial implications that this could have and that the smaller Delivery Centres may suffer financially. There would be a need to provide an assessor training package through BCAB and to make sure we choose the right people to design and deliver it. LP would prefer activities/interventions to be enforced, rather than visits, as this would be seen as more supportive.

Ofqual is considering whether awarding bodies should moderate all assessments. For BCAB, in practice this is not achievable. It is requested that Awarding Bodies complete a 34-question, online survey or produce a written response. Key questions should be answered in full but some questions only warrant a minimal reply.

Action 15: Add this to the risk register as Amber – KLB.

Action 16: Make CSG aware of this at its next meeting – LP.

The impact on BCAB if a Delivery Centre is found to be operating incorrectly should be considered. The recording of assessment evidence is robust and procedures and practices currently used should continue. 30% of all assessments are verified.

It is a requirement that Providers attend a moderation or webinar event every three years as a minimum in order to remain current, if they do not attend they cannot continue to deliver. In addition to this, regular Provider communications and bulletins are sent out. 80% of courses are run by 20% of Providers so this reduces the mitigation of risk.

BCAB should also state in the response that it considers that Ofqual's timescale to be unrealistic and to request greater clarity.

10.2 Ofqual RO64/2019 Logo for certificates

Ofqual is changing its logo and its use should be implemented by 01 May 2020.

Regulated award certificates are digital so the logo will be updated on the eCertificates in the near future.

Ofqual also require:

- 'Willingness to offer' template use from 01 September 2019;
- International reporting from 01 January 2020. This is already being sent by BCAB.

10.3 Qualifications Wales consultation update, 30 April 2019

Based around Condition F, this consultation took place over the telephone with LP. At the end of May 2019, wider consultation will take place. If changes are implemented:

- Condition F1 will require a list of fees on the BCAB website.
- Condition F2 prohibits packaging together qualifications – would this be an issue?
- Condition F3 - providing a breakdown of cost. Qualifications Wales is providing clarity on this.
- Condition E10 – Prior learning statement. Qualifications Wales will propose some smaller changes (text). LP had received an email from Rachel Heath Davies on 08 April regarding this.

11. CHARTERED MEMBERSHIP

11.1 Presentation and discussion from Steve Scorer

A Royal Charter is an instrument of incorporation, granted by The Queen, which confers independent legal personality on an organisation and defines its objectives, constitution and powers to govern its own affairs.

Other benefits include:

- A competency framework and have the ability to recognise their portfolio of experience and qualifications;
- An income stream.

The Committee agreed that Chartered Membership is definitely worth pursuing. LP stated that officials could also be given chartered status which would empower and recognise their worth. SS has not found any other NGB for sport with a Chartered status.

A PowerPoint presentation accompanied these Minutes.

12. THE WIDER ENVIRONMENT

12.1 UK Coaching/CIMSPA – professional standards

Nothing to report.

The CEO of UK Coaching had visited British Canoeing for a meeting with the Coaching Department. He was extremely impressed with the developments within Coaching and asked if the Department would like to present at the next UK Coaching Conference.

12.2 Compliance Condition to review during the August 2019 meeting

It was agreed by the Committee that Condition H2 would be reviewed.

Action 20: KLB to add this as an Agenda item.

13. ANY OTHER BUSINESS

None

14. DATE OF NEXT MEETING

15 August 2019

10:00am

National Water Sports Centre, Nottingham