

## **BRITISH CANOEING AWARDING BODY COMMITTEE**

### **MEETING #26**

**07 JULY 2020 – 10:00AM–12:00PM**

**ONLINE**

### **MINUTES**

#### **1. ATTENDANCE AND APOLOGIES**

**In attendance:** Stephen Scorer (SS), BCAB Chair  
Lee Pooley (LP), BCAB Responsible Officer  
Graham Lyon (GL), BCAB Committee Member  
Heather Venis (HV), External Advisor  
Ben Creed (BC), BCAB Committee Member  
Karen Bagshaw (KB), BCAB Qualifications Administrator

#### **2. CHAIR'S WELCOME AND OPENING REMARKS**

LP welcomed everyone to the meeting. At present, due to Committee meetings being held remotely they are shorter, but are being held more frequently. Any items not discussed in today's meeting will be covered in the next Agenda.

#### **3. DECLARATIONS OF INTEREST**

None.

#### **4. MINUTES OF PREVIOUS MEETING – 07 MAY 2020 (#25)**

##### **ACTION 1:**

Page 7, Action 3 – there is a typing error with the name of the Committee stating Government instead of Governance – KB to amend.

When the above amendment has been made, the BCAB Committee agreed that the Minutes of the last meeting were a true and accurate record.

Action	Actions from 7 May 2020 meeting	Responsible person	Status
1	<p><b>ACTION 1:</b> Meeting Minutes dated 01 April 2020. The Minutes from the previous meeting (1st April 2020 #24) were agreed as an accurate record with the exception of the following amendments: <b>Page 4:</b> New policies – approval by BCAB – Overseas and Committee recruitment. <b>Page 8:</b> Refer to ‘QAN’ in full.</p> <p><b>Page 10:</b> Add more clarity. Include impact assessment and lessons learned.</p>	KB	Completed
2	<p><b>ACTION 2:</b> KB to cross-check the 01 April 2020 Agenda for the items removed from its original format. These items to be added to the Agenda for the next meeting.</p>	KB	Completed
3	<p><b>Statement of Compliance Policy.</b></p> <p><b>ACTION 3:</b> LP to add a reference to the Government and Risk Committee standard agenda item to the policy document.</p>	LP	Completed
4	<p><b>Statement of Compliance Policy.</b></p> <p><b>ACTION 4:</b> If the BCAB Committee wants to elevate an issue to the risk register, this will then be seen by the Government and Risk Committee, followed by the British Canoeing Board if applicable. LP to include a paragraph within the policy stating this.</p>	LP	Completed
5	<p><b>Statement of Compliance Policy.</b></p> <p><b>ACTION 5:</b> With regard to formal sign-off of the compliance submission, after the BCAB Committee Chair has</p>	LP	Completed

	<p>approved the compliance statement, the Governance and Risk Committee will sign off the document at its July meeting. LP to update the policy to state that final sign-off is made by the Chair of the British Canoeing Board.</p>		
6	<p>Candidates have to register for Training with their Home Nation Delivery Centre. With regard to Assessments, it would be the responsibility of the Delivery Centre in which the assessment takes place to ensure the required standards are adhered to.</p> <p><b>ACTION 6:</b> LP to add the above to the Delivery Centre Agreement and ensure that Delivery Centres are made aware of the amendment.</p>	LP	Completed
7/8/9	<p><b>CASS.</b> LP's response to the CASS document for the three regulated qualifications had been sent to BCAB Committee members for review and feedback. The following observations were made:</p> <p><b>ACTION 7:</b> LP to amend the documents to include the terminology 'moderation' as well as 'standardisation'.</p> <p><b>ACTION 8:</b> Learner assessment verification. Currently waiting for the final document from Ofqual. Once guidance and requirements have been received, it is important to make sure details of the standardisation of assessors is covered. LP to stipulate 'online' and 'face to face' events have to have elements of standardisation.</p> <p><b>ACTION 9:</b> LP to make appropriate amendments, send to HV for comment and then seek BCAB Committee approval.</p>	LP	Completed

10	<b>ACTION 10:</b> KB to upload the new Performance Coach Award details to the Ofqual portal.	KB	Completed
11	<b>Coach Award Levelling - Resubmission. ACTION 11:</b> To undertake a second levelling exercise with two new external people. BC volunteered to be one of the new people to undertake this exercise. The outcome will be discussed by the BCAB Committee.	BC	Completed
12	<b>Coach Award Levelling - Resubmission. ACTION 12:</b> LP to put together a competency framework document for all regulated qualifications. This document to be completed before making any changes to the Coach Award qualification. BC volunteered to help with this.	LP	

#### 4.1 BCAB Committee - Meetings Action Tracker

The BCAB Committee meetings action tracker is updated accordingly on an ongoing basis.

##### **ACTION 2:**

KB to produce a summary of the Action Tracker for the next BCAB Committee meeting.

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

None.

#### 6. AWARDING BODY ADMINISTRATION

##### 6.1 Delivery Centre regulated qualifications data – 2018/2019 comparison

The data had been sent to Committee members prior to this meeting. It was agreed that the graphs clearly show the data which is interesting to monitor and compare.

Due to Coronavirus COVID-19, it is anticipated that it will take 2 years for course participation to fully recover. Course numbers for all regulated qualifications are understandably low for quarter 2, 2020.

The NEW Level 4 Performance Coach Award was launched on 29 June 2020. So far there has been a lot of enquiries and interest in the award but, due to COVID-19 restrictions, it is understandable that candidates are waiting to see how lockdown measures ease.

**ACTION 3:** Ofqual may request data for registration and certification numbers. KB to keep a separate record of this data. It must be noted that due to BCAB's Educational Philosophy, training can take place before registration.

## **6.2 EQA Role Description**

It is now an appropriate time to advertise this role and LP is looking for approval from the Committee to do this.

The Committee agreed the following recommendations/amendments:

- It was agreed that the role title should be 'External Quality Assurer'.
- In the qualifications recommended/desirable list, an IQA/EQA role should be listed as 'desirable'. If someone does not hold this role, BCAB could put them through the qualification (to be discussed during interview).

Once the above amendments have been made, the BCAB Committee members all agreed and approved the advertisement of the role.

**ACTION 4:** KB to make amendments and finalise the document ready for advertisement.

Moving forwards it was suggested that, given the number of qualifications that may be delivered, a separate role for each of the three regulated qualifications may be required. As the future landscape is uncertain at present, it was agreed that further appointments could be made if and when required and this topic would be visited again in the future.

### **6.3 British Canoeing Business Continuity Plan**

Although BCAB can operate remotely, the Committee reviewed the British Canoeing Business Continuity Plan and made the following comments:

- BCAB website failure – make sure there is contact details available for the BCAB Responsible Officer;
- A hard copy of the document should be held by BCAB in case online copies are ever unavailable.
- Reference to BCAB's ability to continue to operate in the event of long-term absence made within the Business Continuity Plan.

LP stated that the organisation is now streamlined in such a way that all files/documents can be accessed and arrangements made for a change of ownership within the organisation. Should a long-term absence occur, BCAB would continue to operate.

**ACTION 5:** KB to review her key tasks guidance document so that someone else could step in should KB be long-term absent.

LP confirmed that the organisation is currently using Google Chat so that, if the telephone lines were inoperable, communications could easily be made via this method.

## **7. AWARDING BODY SELF-ASSESSMENT REVIEW**

### **7.1 SAR and Risk Register**

KB and HV had met online recently to review this document. Some suggestions for amendment had been made by HV. Another meeting to finalise amendments is to be arranged.

**ACTION 6:** KB to update the SAR and share with the BCAB Committee via Google Drive.

Ofqual's new conditions of recognition will commence in October 2020 which include conflicts of interest, special conditions, appeals process and publicising fees. Outlined also will be the requirements for CASS which come into effect in 2021. It is important that BCAB comply with all requirements by October.

**ACTION 7:** Review policy areas so they match with the new conditions – LP/KB.

Ofqual have confirmed there is no requirement to submit a Statement of Compliance in September 2020, although it should be noted that Ofqual may reinstate this at any time.

## **8. BRITISH CANOEING COACHING AND QUALIFICATIONS**

### **8.1 Update and progress report**

Due to Coronavirus COVID-19 very little activity is happening at present. BCAB statements have been issued which advise that candidates contact Delivery Centres to check their current guidance. These statements are under constant review as developments occur.

The new Level 4 Performance Coach Award launched on 29 June 2020. Feedback is positive. Due to the delay COVID-19 is placing on this award, refresher Provider orientation events may have to take place in February 2021.

British Canoeing Safeguarding training launches on 8<sup>th</sup> July 2020. This eLearning training costs £10. Additional training will be available on 30<sup>th</sup> September 2020.

## **8.2 IOL Aligning BC Qualifications and Awards**

The Institute for Outdoor Learning would like to create an apprenticeship scheme which is aligned through other qualifications, The IOL requested a meeting with LP to discuss the possibility of BCAB signing up.

HV advised that there is usually some involvement from the Institute for Apprenticeship and Technical Education.

Committee members discussed and agreed that BCAB should wait for further information to understand the proposed partnership/link.

## **9. AWARDING BODY WORK**

### **9.1 2019 Audit Reports from Delivery Centres**

Delivery Centre audits for 2019 were a combination of desk based and visits.

The desk-based audits requested data on the following:

- Workforce Assessors
- Provider multiple roles
- A support and training statement
- Workforce IV Officer numbers
- Number of IVs undertaken in 2019
- Number of APL applications in 2019
- Number of Reasonable Adjustments requested in 2019



Additional information from Delivery Centres was requested by BCAB as appropriate and if responses highlighted the need.

The audit reports were viewed by Committee members.

With limited meeting time available, it was decided that the following Agenda items would be discussed at the next BCAB Committee meeting:

## **9.2 Condition C2 - Arrangements with Centres**

### **10. EXTERNAL REGULATION**

**10.1 QiW – further evidence required from annual statement of compliance**

### **11. THE WIDER ENVIRONMENT**

**11.1 UK Coaching/CIMSPA – professional standards update and progress report**

**11.2 Royal Charter**

### **12. ANY OTHER BUSINESS**

### **13. DATE OF NEXT MEETING**

25<sup>th</sup> August 2020 – 9:00-11:30am

Online