

## **BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #28**

**15 DECEMBER 2020 – 09:30AM–12:30PM**

**ONLINE**

### **MINUTES**

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

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

**Apologies:** Graham Lyon (GL), BCAB Committee Member  
Chris Wilson (CW), BCAB External Quality Assurer

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

Due to the Coronavirus COVID-19 pandemic, 2020 has been a challenging year for NGBs and Awarding Bodies. BCAB has had a decrease of two-thirds in normal activity, but this was to be expected considering we are a practical based sport.

On a positive note, a lot has been learned and we have ensured that Providers have been kept updated with regard to the latest Government guidance. Membership has attracted in excess of 20,000 new members in 2020.

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

None declared.

#### **4. MINUTES OF PREVIOUS MEETING – 25 AUGUST 2020 (#27)**

The Minutes of the previous meeting were agreed by the Committee as an accurate record with the exception of the following minor amendments:

**Action 8 should read:** LP to ask Susan Hicks, Finance Manager, for a BCAB tab to be added to the organisation's risk register; this will enable the National Governing Body Senior Management Team (SMT) to view and escalate to the BC Board if deemed appropriate.

**No. 8 should read:** Ofqual has extended its Extraordinary Regulated Framework and has put forward a range of adaptations to assessment for delivery. It is an appropriate time to look at this document and ask Centres/Providers to assess their delivery.

**Action 10:** LP to take this to SMT for consideration for the extended Annual Plan in order to deliver a resource that will aid delivery and assessment.

**ACTION 1:** KB to make the above amendments to the August 2020 Minutes.

Action	Actions from August 2020 meeting	Responsible person	Status
1	Meeting #26 Minutes dated 07 July 2020. Action 6 – CASS does not become a requirement until 2021. KB to reword paragraph and amend.	KB	Completed
2	Action Tracker: Addition of a 'risk attached to activity' column indicating a need to rank and rate (high, medium and low). LP and KB to undertake the above addition and email it to BCAB Committee members for consideration and comment.	KB	Completed
3	LP to include assessment guidance and the reporting of conflicts of interest within the next Delivery Centre bulletin.	LP	Completed
4	KB to check the relevant policy states that the Responsible Officer also holds a senior	KB	Completed

	position within the organisation. Amend if appropriate.		
5	KB to check the Appeals Policy includes reference to a BCAB Committee member taking the lead as an independent person if required.	KB	Completed
6	KB to remove Risk No. 3 from the Register.	KB	Completed
7	SAR and Risk Register: ACTION 7: LP and KB to create an archive system for when items are no longer considered to be a risk.	LP/KB	Completed
8	SAR and Risk Register: ACTION 8: LP to ask Susan Hicks, Finance Manager, for a BCAB tab to be added to the organisation's risk register; this will enable the National Governing Body Senior Management Team (SMT) to view and escalate to the BC Board is deemed appropriate.	LP	Completed
9	LP to organise an online conference call to find out how differently Providers operate and then produce a document/Powerpoint/video guidance which will appear on the BCAB website.	LP	Completed
10	It was agreed by the Committee that it is also worth exploring how assessment criteria is submitted and maybe include the use of video assessment. Adopting more creative learning will result in better engaged learners. ACTION 10: LP to take this to SMT for consideration for the extended Annual Plan in order to deliver a resource that will aid delivery and assessment.	LP	Completed

11	Ofqual have now published more specific requirements and guidance in their Handbook under H2. ACTION 11: LP to review BCAB documents against Ofqual guidance and amend if necessary. Return to BCAB Committee for comment.	LP	Completed
12	Beneficial for the Governance and Risk Committee to have access to the BCAB Risk Register. ACTION 12: LP and KB to amend the Risk Register and forward this to the Governance and Risk Committee.	LP/KB	Completed
13	KB to ensure that the Governance and Risk Committee has access to BCAB Policies and the Self-Assessment Register.	KB	Completed
14	The Levelling of the Level 2 Coach Award has been reviewed and mapped at Level 3. It is intended to bring this back to the Committee for clarification and advice will be sought from the Committee on next steps. ACTION 14: The BCAB Committee to discuss this at the next meeting. Add to Agenda.	BCAB Committee	Ongoing
15	Due to recent Coronavirus COVID-19 it is thought that Ofqual may undergo a review, with changes made at senior level. This may impact changes to how Awarding Bodies operate. ACTION 15: KB to add the above to the Risk Register.	KB	Completed Risk Ref. 25082020BCAB(2)

**Action 10:** The British Canoeing Annual Plan for 2021 has been signed off by the BC Board which includes this piece of work and with budget allocation given.

**Action 11:** To be discussed during this meeting.

**Action 15: Risk References.** A risk reference has been given to enable ease of tracking. Not every risk gets escalated to the BC Board, and requires a specific risk rating to be escalated.

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

None.

## **6. AWARDING BODY ADMINISTRATION**

### **6.1 Summary of Action Tracker (document attached)**

The BCAB Action Tracker was reviewed and the Committee concluded that this is a good catalogue of evidence and would be useful to show to Ofqual that we are an organisation that are always looking to improve.

Current, ongoing actions are as follows:

**Line 118** – LP to take Chartered Membership to the CEO for consideration.

This was put on hold due to COVID-19 and remains that way. Due to the current climate, the Committee agreed that this was a sensible thing to do and this will be looked at and discussed again in 2021.

**ACTION 2:** KB to update the action tracker stating the above.

**Line 158** – NGB change of control. It is the responsibility of an NGB to ensure any changes in leadership or ownership transition smoothly. Reference to this should be included in the Governance Handbook and Business Continuity Plan.

**ACTION 3:** KB and LP to check this has been included.

**Line 164** – Action 23: HV to advise KB to ensure supporting documents are in the correct section of the SAR. This is underway and partly completed.

**ACTION 4:** KB and HV to arrange a meeting for early 2021 to complete.

**Line 178** – Add a competence framework document to the BCAB website – LP/KB.  
The BCAB Committee were in agreement that this important piece of work should be undertaken in early 2021.

**Line 193** – CASS. This will be discussed as part of this agenda.

**Line 196** – Coach Award Levelling. This will be discussed as part of this agenda.

**ACTION 5:** KB to add a narrative to the BCAB Action Tracker stating when actions have been completed.

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

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

BCAB now adopts a system which clearly demonstrates a direct route to the British Canoeing Board.

Statements of Compliance are reviewed initially by the BCAB Committee with escalation to the British Canoeing CEO, the Governance and Risk Committee and the Chair of the British Canoeing Board for final approval.

Risks from the BCAB SAR Risk Register now appear on the British Canoeing organisational risk register.

The BCAB Committee confirmed they were happy with these arrangements and that, moving forwards, this process should continue.

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

### **8.1 Delivery Centre Identity and Requirements**

#### **Paddles Up Training Website**

The new Paddles Up Training website for England has been a great success and provides a clear identity for the Delivery Centre. Other National Association Delivery Centres have expressed an interest in being included within this website. LP put this to the Committee for their thoughts.

The Committee thought it preferential that Delivery Centres retain their own identity as it could be confusing for learners trying to navigate the Paddles Up Training website should all Delivery Centres be included. Responsibility for training and assessments could become blurred and responsibility for disputes and appeals could lack direction. Collaboration could create a lack of ownership. It would be preferable for Delivery Centres to develop their own websites.

**ACTION 6:** LP to inform National Association through CEO forum.

#### **BCAB training dates for 2021**

LP made a decision to offer training workshops on three separate dates; CASS - February 2021, Standardisation Practices - April 2021 and Planning and Implementation - June 2021. These workshops will be based around the CASS, ensuring that Delivery Centres have robust policies and practices in place.

## **9. AWARDING BODY WORK**

### **9.1 Statements for Regulators Part 1 and Part 2**

It is a requirement of the Regulators that BCAB provides two statements to Ofqual; Part 1, financial stability of the organisation and Part 2, CASS. Part 1 was submitted in December 2020, Part 2 has to be submitted by 8 January 2021.

## **Part 1**

Part 1 indicated a growth in membership and other potential additional growth areas, but BCAB is not expecting to see any significant increase in learner numbers until after the COVID-19 pandemic is under control.

New ways to deliver training and assessments are being looked in to but, as much of our learning is practical by nature, we are limited to what we are able to offer.

Prior to submission to Ofqual in December 2020, Part 1 had been reviewed by the BCAB Committee, Head of Finance, Governance and Risk Committee, BC CEO and escalated to the BC Board Chair for approval.

## **Part 2**

The draft submission had been sent to the BCAB Committee for their thoughts and comments prior to submission by 8 January 2021. The same protocol will be followed as with Part 1.

**ACTION 7:** HV, LP and KB to book a session to finalise our response. Committee members were in agreement with this proposal.

## **9.2 CASS**

This will become a standard agenda item. Webinars on CASS had been attended by LP and KB which had shown that a lot of awarding organisations were currently at different stages with the development of their CASS but all are required to be fully compliant by September 2021. Ofqual expect to see progress being made towards compliance beforehand.

CASS has been on the BCAB Committee agenda for some time now. BCAB will look at ensuring standardisation, moderation and risk are included to ensure compliance. Work on CASS should also be based around Delivery Centres. It was thought it would be useful to have one Quality Assurance document which included a chapter on CASS within it, but this could also be written as a separate document if preferred. There is a need to be clear

where BCAB sits within the organisation with PDF links and graphics making it an interactive and engaging document.

The scope of quality assurance needs to be determined and is something that needs to be given some thought. We need to have a quality management system that drives the business and, as part of that, a CASS review. Analysis, Design, and Delivery.

The risk rating of Delivery Centres should be considered and a risk model created, requesting enhanced sampling for qualifications. There is a requirement that we need to increase monitoring and this will be explored over the next 3-4 months. BCAB has appointed an additional External Quality Assurer.

An area for consideration for BCAB is the ISO 9001 2015 international standard which can be applied to any business. ISO 23100 is the latest standard. Build first, test, then go for certification. Ensure compliance with CASS first, then build around it. An audit needs to be completed and report written, indicating that processes are correct.

**ACTION 8:** SS to advise LP on the above, sending links to further information as appropriate.

The four Delivery Centres have already been advised of CASS and will be kept up to date with developments so they are fully aware of what changes may be made to standardise assessments. It is important that we do not lose sight of CASS with the new expectations from the regulators and we need to ensure that the process is robust with risk management undertaken appropriately.

The term 'verification' is still being used. Ofqual are moving away from the idea of verification. Moving forwards, we should refer to quality assurance instead.

**ACTION 9:** LP to continue working on CASS in early 2021 using the ISO general template and then share developments at the next BCAB Committee meeting.

### **9.3 Competence Framework and Levelling**

It is important that this work is undertaken for all regulated qualifications in early 2021. A levelling exercise has been completed for the Level 2 Coach Award and it is clear that the level should be Level 3.

To make the level amendment for the current Level 2 Coach Award, BCAB will be required to apply an Operational End Date which will allow registered learners to complete their qualification. BCAB will also be required to apply for a new Operational Start Date for the Level 3 Coach Award. The Level 3 could commence at any time, the current Level 2 would not have to end first.

Any coaches previously assessed within the last 3-year period who have met the Coach Award standard would continue to be recognised and able to operate. BCAB could easily re-certificate at no extra cost, providing coaches' CPD is up to date. A communication could be sent to coaches making them aware of this new levelling and giving them the opportunity to be re-certificated if they so wished.

The above was approved by BCAB Committee members but the importance of having a robust process, clearly documented, was stressed.

### **9.4 External Quality Assurer recruitment and induction**

The new EQA, Chris Wilson, was going to join the meeting today but, because of previous commitments and the time requirements, he has sent his apologies. CW will hopefully attend the next meeting.

CW has undergone an induction with LP and will be working with him over the next 12 months to ensure CW understands his role as a BCAB EQA.

## **10. EXTERNAL REGULATION**

### **10.1 Ofqual portal email notifications**

Notifications from Ofqual are now received via their online portal which sends an email notification to the BCAB Responsible Officer. This approach is more efficient and is currently working well.

The Extended Extraordinary Framework is under operation. As we do not fall under the ERF, we have not added anything to this.

Condition F1 of the General Terms and Conditions states that information on fees for learning and assessment should be made readily available to learners. This is mandatory from 18 January 2021. BCAB is currently compliant with this Condition and already publishes details on its website.

## **11. THE WIDER ENVIRONMENT**

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

Mapping for all three regulated qualifications has been completed and CIMSPA has confirmed that all three have been successfully mapped across. CIMSPA have indicated that they will be sending a letter to David Joy, CEO, about the expectations moving forwards, although nothing has been received to date.

## **12. ANY OTHER BUSINESS**

### **12.1 Raft Coach Award**

Rafting currently has its own discipline committee and is recognised as a world sport and has its own teams in sprint, slalom and head to head racing. We currently do not have a pathway for Raft within the Coach Award.

This was discussed in detail by BCAB Committee members and although BCAB likes to be inclusive, on this occasion, due to the perceived low numbers, it was agreed that this request could not be approved at present and that there is a rafting guide awards available.

**ACTION: 10:** LP to inform the Rafting Committee of BCAB's decision.

## **12.2 Rescue Training Manikins**

LP had been contacted by a Provider who wanted to provide courses using rescue manikins. The Provider had emailed LP stating that rescues could be undertaken via the use of a manikin, enabling simulated rescues. LP requested the thoughts of Committee members.

The BCAB Committee members stated that simulated rescues would not reflect the diverse situations and conditions that real-life rescues create and therefore did not approve this request.

**ACTION 11:** LP to share the above outcome with the Provider.

## **12.3 BHC photograph for website**

**ACTION 12:** BHC was asked to provide a head and shoulders photograph for uploading to the BCAB website organisation page.

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

To be agreed (it is preferable for 2021 to continue with online meetings). Four BCAB Committee meetings will be held for 2021 – 2.5-3 hours each.

**ACTION 13:** KB to find out dates of the British Canoeing Board meetings for 2021 and select dates for the BCAB Committee approximately four weeks prior to Board meetings. KB to create a Doodle Poll offering meeting dates to Committee members.

To conclude, LP thanked everyone for all their hard work during difficult and challenging times. Everyone's time, effort and wealth of knowledge is very much appreciated and we look forward to maintaining our working relationship in 2021.