

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #30

19 MAY 2021 – 09:30AM–12:00PM

ONLINE

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Stephen Scorer – BCAB Chair
Lee Pooley – BCAB Responsible Officer
Graham Lyon – BCAB Member
Heather Venis – BCAB External Advisor
Ben Creed – BCAB Member
Karen Bagshaw – Qualifications Administrator

2. CHAIR'S WELCOME AND OPENING REMARKS

LP thanked everyone for attending. Due to the COVID-19 pandemic, these meetings will remain online. Committee members are looking forward to a face to face meeting when it is safe to do so.

The landscape view of British Canoeing is a positive one with an increase in membership to 74,000. The membership demographic has changed, with an increase in female membership as well as more Stand Up Paddleboarders are now joining British Canoeing.

With regard to qualifications and awards, since 29 March 2021 to date, 1,742 candidates have either registered for training or been certificated. In 2019, this number was 2,222 for the same time period.

This is encouraging as that, after the COVID-19 pandemic, the Coaching Department's recovery time was approximated to be 2-3 years.

The planning and consultation phase for the British Canoeing Strategic Plan for 2022-2025 is underway. The Plan has been discussed within CSG and BCAB Committee views will be fed into this, including an increase in expectations from the Regulators which could mean further capacity requirement within the BCAB staffing structure.

3. DECLARATIONS OF INTEREST

None

4. MINUTES OF PREVIOUS MEETING – 11 MARCH 2021 (#29)

Action	Actions from 11 March 2021 meeting	Responsible person	Status
1	ACTION 1: The Minutes of the meeting dated 15 December 2020 were agreed by the Committee as a true and accurate record with exception of the following amendments: • Item 2, 2nd paragraph should read 'learned'. • Page 9, penultimate paragraph – 'verification' can mean different things to different people and this needs to be picked up when discussing CASS, Item 9.1 on this Agenda. • Page 10, 2nd paragraph – remove 'for'. Should read 'apply an Occupational End Date'. KB to make the relevant amendments to the Minutes.	KB	Completed 17/03/2021
2	ACTION 2: BCAB Committee - Meetings Action Tracker. The above actions were reviewed by the Committee. Action 4 should now be amended to 'completed' as a meeting had taken place.	KB	Completed 11/03/2021
3	ACTION 3. It was agreed that there should now be a new way of managing the action tracker. BCAB Committee members need only see outstanding actions (unless otherwise requested). HV to share details with KB of a possible process which could be more efficient moving forwards.	HV	Completed
4	ACTION 4: Previous versions of the SAR are available to view within the Google Drive system. Keeping previous versions of this document, prior	SS	Completed

	to amendments, should be continued. It was suggested that the use of a history sheet could be adopted. SS to send an example history sheet to KB.		
5	ACTION 5: A copy of the BCAB Risk Register should always be available to BCAB Committee members as notes are added outlining any progress and developments made. KB to share the BCAB Risk Register with BCAB Committee members.	KB	Completed 11/03/2021
6	ACTION 6: LP to continue work on the CASS documents and recirculate them to Committee members for feedback before final sign off at the BCAB Committee meeting in August 2021.	LP	Completed
7	ACTION 7: Ofqual Information Notice B4: categorisation of qualifications and explainer tool. The associated documents taken from the Ofqual portal were considered and it was agreed that BCAB falls under Category A. KB to amend the spreadsheet and submit it to Ofqual as a matter of urgency.	KB	Completed 11/03/2021
8	ACTION 8: Complaint Ref. 07122020 L1 Paddlesport Instructor. LP to share the learnings that have resulted from this complaint with the Delivery Centres.	LP	Completed
9	ACTION 9: The question had arisen whether we should we have a whistle-blowing policy on the BCAB website? This is not mandatory for the Regulators. This matter was considered with the following outcome: Add a caveat to the BCAB Malpractice and Maladministration Policy to state that if a person wishes to remain anonymous, they can contact BCAB directly.	KB	Completed Agreed in the March 2021 BCAB Committee not to have a whistle-blowing policy on the BCAB website.

The Minutes of the previous meeting were reviewed and agreed as a complete and accurate record with the exception of one, minor amendment below:

ACTION 1: Page 3, item 2, Chartered Membership. Should be amended to read 'ongoing' as well as 'completed'. KB to amend.

4.1 BCAB Committee - Meetings Action Tracker

The Action Tracker was reviewed by Committee members. All Actions completed.

5. MATTERS ARISING (Not covered by the Agenda)

No matters arising.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker (document attached)

Covered in 4.1 above.

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR and Risk Register

The British Canoeing Senior Management Team visits the organisational risk register regularly. This register is a standard agenda item on British Canoeing Board meetings. The Governance and Risk Committee is currently agreeing dates for their meetings for this year. LP stated the need for this committee to have a meeting at the end of August in order to check our Compliance Statement before the British Canoeing Chair signs it off before submission in September.

ACTION 2: KB to add a copy of the BCAB Risk Register to the end of the Self-Assessment Review working document.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

Two reviews are currently taking place. The impact of leaving the EU on coaching and leading overseas. LP is reviewing our current position to understand the scale of this on our members.

The Safety Award review was rescheduled and is taking place this year and is due to end in December 2021. It will not just be about courses, but will also include how we raise people's awareness. BCAB needs to be mindful that some recommendations from the review may impact on qualifications' prerequisites.

Support materials to coaches and leaders have been increased with new fundamental and fitness videos introduced. The Core Coach Training is now available online. An assessor training is being developed for people operating in a vocational setting; this will include interactive exercises on rescues, personal skills and standardisation. This training will upskill and remind people of their assessor responsibilities and BCAB will be recommending that people undertake this training.

Safety campaign videos have been developed and will be ready for launch at the end of May. These videos cover SUP, inflatables, sit on tops, canoe and kayak, weather, tidal waters, inland waters, weirs and locks. Kit and equipment features throughout the videos.

The Coaching Department has recently purchased five Drones which will be available for coaches/assessors to hire. Drone footage provides excellent footage for training. An eLearning Training resource has been developed with an application process for booking a drone.

There is a new member of staff within the Coaching Team. Ben Woodruff, eLearning and Digital Developer, will support Ricky Snodgrass, the Digital Education Solutions Lead and BCAB in this area.

As the organisation as a whole is developing rapidly, concern was expressed on the impact this will have on LP's workload and role. A new member of staff within BCAB would need to be considered by the Committee. The possibility of another External Quality Assurer, taking on more responsibility could be considered.

9. AWARDING BODY WORK

9.1 CASS

No further clarity on the requirements has been received from the Regulators. LP and KB had attended workshops conducted by TPP.

There will be three documents which clearly state the requirements and processes for National Association Delivery Centres to follow. BCAB will be required to ensure Delivery Centres follow this process. LP would like to give Delivery Centres copies of the draft documents so they can start their preparation. Delivery Centres need to reflect and think about their processes moving forwards. Every 12 months, BCAB will provide an update on standardisation and training, enabling Delivery Centres to have a clear view of what BCAB expects. Delivery Centres should then provide assessors, for all regulated qualifications, appropriate, annual standardisation exercises and training.

Amendments had been made to the original documents after the March 2021 BCAB Committee meeting and a second draft given to Committee members for comment. The Committee made the following comments:

BCAB Quality Assurance document

- The terminology is confusing in places;
- Assessor standardisation should be covered more thoroughly;
- Reference to the competence of assessors and IQAs should be added;
- Reference to monitoring from BCAB to ensure documentation is being kept appropriately and assurance that checks and balances are being followed and undertaken.

BCAB Guide to Internal Standardisation of Assessments document

- Consistent terminology;
- Page 6 - section on identifying the standardisation team refers to 'high level' standardisation. What does 'high level' mean? Amend terminology;

- Page 7 – Notes. Standardisation teams cannot internally verify ‘close family’ members. Elaborate on what is meant by ‘close’;
- Use the term Internal Quality Assurance.

BCAB Standardisation Sampling document

It was agreed by all BCAB Committee members that the % sampling needs to be considered with the added caveat ‘as far as practically possible’. There should be an extra stage in first sampling requirements as it would be a good idea to look at who is providing the assessment.

ACTION 3: LP to amend the above documents and then arrange a meeting with HV to work on them further, before resending to Committee members for comment.

9.2 Level 3 Coach Award

BCAB has had confirmation from the Regulators that the Level 3 Coach Award has been approved. We are now in a position to inform Level 2 qualification holders about the Level 3 review and offer re-certification. A letter will be sent out at the end of May.

10. External Regulation

A full Statement of Compliance to the Regulators will probably be required this year.

11. The Wider Environment

The Whyte Report will be published in the near future. It might have an impact that BCAB needs to consider. Findings on the report will be shared and discussed within BCAB when made available.

12. ANY OTHER BUSINESS

None.

13. DATE OF NEXT MEETING

16 August 2021. 9:30am-12:00pm. Online.