

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #33
20 JANUARY 2022 – 10:00AM–14:00PM - ONLINE

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Stephen Scorer (SS) – BCAB Committee Chair
Lee Pooley (LP) – BCAB Responsible Officer
Graham Lyon (GL) – BCAB Committee Member
Heather Venis (HV) – BCAB External Advisor
Katy Joy (KJ) – BCAB Committee Member
Karen Bagshaw (KB) – Qualifications Administrator

2. CHAIR'S WELCOME AND OPENING REMARKS

A warm welcome all to this meeting and Happy New Year! Welcome to Katy Joy who is a new Committee member. LP had met with KJ to explain the BCAB structure and how we operate. The Committee introduced themselves.

David Joy (British Canoeing CEO) will be leaving in May 2022 to take up a post within UK Sport. British Canoeing has been advertising his position and the job advert has now closed. It is hoped that the new CEO will be confirmed in the next few months.

The new strategy, 2022-2026, will be launched on 12 March 2022 at the AGM. Once the strategy has been formally approved by the Board, it will be circulated to Committee members.

3. DECLARATIONS OF INTEREST

2022 Declaration of Interest forms had been returned.

4. MINUTES OF PREVIOUS MEETING – OCTOBER 2021 (#32)

| Action | Actions from | Responsible person | Status |
|--------|--|--------------------|-------------------------------|
| 1 | ACTION 1: KB to send the Committee a new DOI form at the end of this year. | KB | Completed 14/12/2021 |
| 2 | The Minutes of the previous meeting were agreed as accurate with the exception of the following amendment: Page 7/8 – Awarding Body work. LP reporting back to the Committee, Delivery Centre risk ratings and qualifications. There needs to be a framework around how these ratings are determined. LP confirmed that these are based around the CASS, quality assurance criteria that the BCAB Committee agreed. ACTION 2: KB to amend the Minutes to reflect the above. | KB | Completed 26/10/2021 |
| 3 | ACTION 3: Include the Quality Improvement Plan as a standard BCAB Committee agenda item – KB. | KB | Added to agenda 14/12/2021 |
| 4 | Safeguarding and Accidents / BCAB staff absence cover / Delivery Centre financial risks. ACTION 4: The above identified risks should be added to the BCAB Risk Register – LP. | LP | Completed 20/10/2021 |
| 5 | Quality Improvement Plan. ACTION 5: KB to circulate the Quality Improvement Plan with the BCAB Committee for comment. | KB | Completed 27/10/2021 |
| 6 | Quality Improvement Plan. ACTION 6: When the Policy review is fully completed, the BCAB Committee will be updated and this should appear as an Agenda item for the next meeting. | KB | Added to agenda 14/12/2021 |

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| 7 | Delivery Centre audits 2021. ACTION 7: LP to add to the BCAB Risk Register, a generic level of assurance across the board for processes and policies that drive suitable behaviours and standards. | LP | Completed 20/10/2021 |
| 8 | Delivery Centre audits 2021. ACTION 8: The BCAB Committee agreed that Delivery Centre audit information should be forwarded to the Governance and Risk Committee for information – LP. | LP | Completed 20/10/2021 |
| 9 | Self-Assessment Register check and challenge. ACTION 9: After KB has reviewed the content of the SAR, a statement of assurance to be sent to the Governance and Risk Committee. | KB | Review started - ongoing |
| 10 | Whyte Report. ACTION 10: LP to circulate the report to the BCAB Committee via email once published. | LP | Report not released as of 14/12/2021 |
| 11 | SCA Delivery Centre Complaint to BCAB regarding Level 2 Coach Award Re-certification. ACTION 11: KB to report to LP on the number of enquiries received, specifically showing queries from SCA members prior to the meeting. | KB | Completed 21/10/2021 |
| 12 | Date of next meeting. ACTION 12: KB to send proposed dates to Committee members. | KB | Completed 27/10/2021 |

Minutes of the last meeting

Page 5: **ACTION 1:** Delete reference to staff member and only refer to the role. The staff absence training should also be added to the Action Tracker.

Page 8: **ACTION 2:** CANI audit actions should not be listed. A link to the report should be added instead.

Page 10: **ACTION 3:** With reference to Action 9 within the previous Minutes, before sending a statement of assurance to Governance that the SAR is up to date, the Committee should confirm that its accuracy. This should be incorporated into our processes and, moving forwards, added to the autumn agenda.

4.1 BCAB Committee - Meetings Action Tracker

The Committee were shown a copy of the Action Tracker.

5. MATTERS ARISING (Not covered by the Agenda)

5.1 OCR

An update on progress appears later in this Agenda.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The Action Tracker was shown to Committee members.

6.2 BCAB 2021 Certification Stats

2021 certification stats for regulated qualifications as follows:

- Level 1 Paddlesport Instructor – 2241
- Level 3 Coach Award – 239
- Level 4 Performance Coach – 7

7. AWARDING BODY SELF-ASSESSMENT REVIEW

7.1 SAR and Risk Register

SAR

The SAR had been updated, amending published new guidance on malpractice and maladministration, plus links to amended BCAB policies. This document is reviewed monthly during internal Awarding Body meetings.

Evidence for A5 – Resources and Arrangements. The Committee stated that what is currently there can be improved and needs to make reference to senior management team meetings, planning, IT team and risk management.

ACTION 4: LP and KB to review the above in their next internal meeting.

ACTION 5: The Committee agreed that a formalised process for SAR review should appear as a standard BCAB Committee agenda item.

BCAB Risk Register

The BCAB Risk Register is part of the Organisation Risk Register. The BCAB Committee requested the following:

ACTION 6: LP to send a risk rating key to the Committee.

ACTION 7: Column K, Item 5 – Risk controls should be elaborated on. LP to revise.

ACTION 8: LP to check that the risk register fully meet the Condition A6 in the Ofqual Conditions of Recognition.

8. BRITISH CANOEING COACHING AND QUALIFICATIONS

Update and progress verbal report

British Canoeing Performance Director for Canoe Sprint and Paracanoe

It has now been confirmed that Chris Furber will be starting as the new Performance Director for Canoe Sprint and Paracanoe.

British Canoeing Annual General Meeting (AGM)

This year's hybrid event is scheduled for 12 March 2022.

British Canoeing Annual Report 2021

The Annual Report for 2021 and the Annual Review against KPIs and Actions will be published for the British Canoeing AGM.

Safety Lead

The Safety Lead position has been re-advertised. The BCAB Responsible Officer will be undertaking the interviews in February 2022 as the successful applicant will work closely with this post.

Qualifications Matrix

British Canoeing, British Cycling and Mountain Training have been working together to work on an adventure sports qualifications matrix, ensuring synergy between all three documents and provides accuracy on the qualifications and remit that they operate.

OCR

BCAB has reviewed the OCR paddlesport syllabus contents and have supported the OCR in developing a new syllabus for GCSE (Kayak and Canoe) which is now live and allows for greater alignment to paddlesport. LP will make contact with other awarding organisations offering GSCE PE (kayak and canoe) to offer NGB support at the appropriate review stages.

9. AWARDING BODY WORK

Committee members thought it would be useful to compare qualification registrations with certifications so requested a report. Research into motivations and intent would be interesting, bearing in mind that some paddlers do not undertake assessment. It was agreed that it is important to understand what is going on in the field and we should have a better understanding of the make-up of qualifications passed, gender, demographics, etc.

ACTION 9: LP to share this data prior to the next BCAB Committee meeting.

BCAB Google Drive Folder

ACTION 10: KB to ensure that Google Drive sharing is working correctly.

9.1 Quality Improvement Plan

The Committee agreed that the strategic objectives needed to be included.

ACTION 11: LP to amend and schedule for the next meeting.

9.2 BCAB Annual Standardisation Training for Delivery Centres

LP and KB were holding a dry run event on 26 January, prior to the actual Standardisation event on 3 February. Delivery Centre leads for Quality Assurance will attend this event which will include professional standards and discussions. As part of this process, they will have to complete an online test which involves watching a set of videos and assessing their ability on the level of assessment required with each qualification.

9.3 BCAB Paddlesport Instructor Review (2022)

The review will start in spring 2022. It will consult with learners, providers, assessors, plus industry and Delivery Centres. It will have the same approach as the Coach Award review. Any recommendations and updates will be brought to this Committee for consideration.

LP stated that, by offering three qualifications, we conduct a comprehensive review every year. Could this be extended to every five years? It was agreed that five-year reviews would be appropriate if BCAB is confident that the climate remained the same. Ongoing monitoring is important via moderations and audits which would determine whether qualifications are fit for purpose and set at appropriate levels.

The BCAB Committee members agreed that a three-year review would be appropriate for new qualifications but then moving to every five years.

9.4 BCAB Website update – progress report (to be completed by 08/12/2021)

The update of the BCAB website now gives clearer representation of who we are as an awarding body and our responsibilities to Delivery Centres. The organisation structure has been made clearer. Document amendments had taken place, with the removal of some

which are no longer required. A tab entitled 'Once Qualified – What Are Your Responsibilities' is now on the website.

In June 2022, the Digital Team will be reviewing the website and will look to improve the search function and consumer journey, making it as seamless as possible. The EDI requirements will also be reviewed by KB and the British Canoeing EDI Lead.

9.5 CANI Audit Update

BCAB received a written assurance from CANI that all actions have been met. CANI have now established a Delivery Centre Committee which supports the work of the Responsible Officer. Moving forwards, there will be two CANI audits in 2022 and a date for the first has been arranged for May. This audit will look at Delivery Centre policies.

CANI have decided that they will no longer offer the Level 4 Performance Coach Award. If circumstances change, they will have to apply to BCAB for authorisation to offer this qualification in the future.

BCAB Committee members were delighted to hear that CANI is now making progress.

ACTION 12: LP to follow-up with CANI, making reference to the BCAB Committee's comments.

9.6 Canoe Wales

The current CW Responsible Officer will be leaving his role at the end of January 2022. A replacement has been appointed and a handover process has been arranged.

10. EXTERNAL REGULATION

10.1 2021 Statement of Compliance

The 2021 Statement of Compliance, which concentrated on cyber security and financial stability, was submitted on 17 December 2021 after approval from the BCAB Committee, Governance and Risk Committee and John Coyne, Chair of the British Canoeing Board. All regulators now share this information so only one submission to the Ofqual portal takes place.

Standard qualification fee 2022 data was submitted to the Ofqual portal on 11 January 2022.

11. THE WIDER ENVIRONMENT

11.1 Government policy on skills qualifications

There have been no developments. Important to keep a watching brief on a possible generic approach coaching and the possible link to BCAB qualifications.

11.2 Whyte Report

The report, commissioned by UK Sport and Sport England, is not available yet but should be by the end of February 2022. There will be recommendations made within the report which may affect the way Delivery Centres work with their workforce.

ACTION 13: LP to circulate the report to BCAB Committee members as soon as it is available.

11.3 Stand Up Paddleboard Incident – Wales

There was a Stand-Up Paddleboard incident last year in Haverfordwest, Wales which resulted in four fatalities. There are lines of inquiry of which LP has been supporting investigating authorities.

12. ANY OTHER BUSINESS

None.

13. DATE OF NEXT MEETING

Possible dates:

20-22 April 2022

30 May-1 June 2022

ACTION 14: KB to circulate dates when sending out draft Minutes.