

## **BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #34**

**26 MAY 2022 – 10:00AM–13:30PM**

**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**

It been a busy period since the last meeting with the launch of the 2022-2026 British Canoeing Strategic Plan. David Joy has stepped down as the British Canoeing CEO and is taking up a role with UK Sport. Ashley Metcalfe, CEO from Weightlifting, has now taken up the role as the new CEO for British Canoeing.

Membership currently stands at approximately 92,000 members.

British Canoeing is in the process of applying for SUP NGB recognition, the application has been submitted.

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

All up to date.

#### 4. MINUTES OF PREVIOUS MEETING – JANUARY 2022 (#33)

Action	Actions from	Responsible person	Status
1	<b>Minutes of the last meeting</b> Page 5: <b>ACTION 1:</b> Delete reference to staff member and only refer to the role. The staff absence training should also be added to the Action Tracker.	KB	Completed 01/02/2022
2	<b>Minutes of the last meeting</b> Page 8: <b>ACTION 2:</b> CANI audit actions should not be listed. A link to the report should be added instead.	KB	Completed 01/02/2022
3	<b>Minutes of the last meeting</b> Page 10: <b>ACTION 3:</b> 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 they are happy with it. This should be incorporated into our processes and, moving forwards, added to the autumn agenda.	KB	Decided at January 2022 meeting that this would come into effect on the next SOC 2022.
4	<b>SAR - Evidence for A5 – Resources and Arrangements.</b> 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. <b>ACTION 4:</b> LP and KB to review the above in their next internal meeting.	LP/KB	Completed 28/02/2022

5	<b>SAR - Evidence for A5 – Resources and Arrangements.</b> 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.  <b>ACTION 5:</b> The Committee agreed that a formalised process for SAR review should appear as a standard BCAB Committee agenda item.	KB	Completed 26/04/2022
6	<b>BCAB Risk Register</b> <b>ACTION 6:</b> LP to send a risk rating key to the Committee.	LP	Sent out with Agenda. Completed.
7	<b>BCAB Risk Register</b> <b>ACTION 7:</b> Column K, Item 5 – Risk controls should be elaborated on. LP to revise.	LP	LP has spoken with the Director of Finance. It was decided there is no need to add additional layer.
8	<b>BCAB Risk Register</b> <b>ACTION 8:</b> LP to check that the risk register fully meet the Condition A6 in the Ofqual Conditions of Recognition.	LP	Completed.
9	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	LP	Sent out with Agenda.

	of the make-up of qualifications passed, gender, demographics, etc. <b>ACTION 9:</b> LP to share this data prior to the next BCAB Committee meeting.		
10	<b>BCAB Google Drive Folder</b> <b>ACTION 10:</b> KB to ensure that Google Drive sharing is working correctly.	KB	On Agenda.
11	<b>Quality Improvement Plan</b> The Committee agreed that the strategic objectives needed to be included. <b>ACTION 11:</b> LP to amend and schedule for the next meeting.	LP	Completed 28/02/2022. Sent out with Agenda.
12	<b>CANI Audit Update</b> BCAB Committee members were delighted to hear that CANI is making good progress. <b>ACTION 12:</b> LP to follow-up with CANI, making reference to the BCAB Committee's comments.	LP	Completed.
13	<b>Whyte Report</b> <b>ACTION 13:</b> LP to circulate the report to BCAB Committee members as soon as it is available.	LP	Delayed until the end of May 2022 for publication.
14	<b>Date of Next Meeting</b> <b>ACTION 14:</b> KB to circulate dates when sending out draft Minutes.		Completed 01/02/2022

### Minutes of the last meeting

**ACTION 1:** KB to send the current BC Strategy to Committee members.

**ACTION 2:** Page 6 - Safety Lead – KB to amend the paragraph so it is generic to gender.

## 4.1 BCAB Committee - Meetings Action Tracker

Covered within item 6.1.

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

LP's role title has been changed to Director of Coaching and Qualifications.

## **6. AWARDING BODY ADMINISTRATION**

### **6.1 Summary of Action Tracker**

Actions from the Tracker had been completed with the exception of the one relating to the Whyte Report, which has been delayed further.

It was agreed that the Risk Column within the Action Tracker should be used, showing all risk levels.

**ACTION 4:** At the next BCAB internal meeting, LP and KB to go through and mark as appropriate.

### **6.2 BCAB Committee Member Google Drive Folder**

KB presented the new Committee member shared Google Drive folder and requested that members send any requests for additional folders and information. Members were reminded that the contents of the folder are confidential and were asked not to share further.

**ACTION 5:** KB to add a 'Registrations and Certifications' folder to the Committee member Google Drive folder.

### **6.3 Delivery Centre Standardisation**

The first standardisation event under the new CASS system had been delivered by LP and was well received. Videos were shown based around assessment decisions and DCs were requested to fill out an online form with their feedback. This feedback was discussed, along with standardisation practices.

#### **6.4 BCAB Quality Assurance Processes**

LP had visited Scotland recently to undertake a QA event. The venue and deliverer were of a high standard and a report had been written and filed.

Numerous online QA processes around assessors' decisions had taken place, looking at videos and checking whether they were accurate. The use of Formstack is quick and efficient for submitting this information. This will be collated and LP/External Quality Assurer will present the QA processes and outcomes at the December BCAB Committee meeting.

BCAB did not agree with all assessment decisions so certification was halted, therefore intermediate work was undertaken by the Delivery Centre QA. There was nothing alarming highlighted but this did point out that some IVs and assessors need to refer back to assessment processes before delivering.

Halted certification impacts the candidate until all criteria has been met. It is important that a balance needs to be kept which will protect the interests of the candidates. From DCs uploading their video evidence, BCAB will respond within 3 days.

Committee members stated that it is important to have a process where possible conflicts of interest are considered.

**ACTION 6:** LP to discuss workload and possible conflicts of interest with the BCAB External Quality Assurer. LP to report back to Committee members on how these conflicts will be managed and whether it is preferential to employ a second EQA.

#### **6.5 CANI Audit 1 2022**

The first 2022 CANI audit had taken place.

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

### **7.1 Discussion on a formalised process for SAR review**

It was agreed that working through the SAR from beginning to end would not work for BCAB. Individual Committee members will pick up certain sections where their expertise lies and then arrange a meeting with KB to implement any amendments.

**ACTION 7:** LP/KB to put a review plan together for the Committee to choose which section(s) they would like to review. A timetable should be included, focusing on greater risk areas or Ofqual requirements. The review plan to be forwarded to Committee members before the next meeting.

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

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

In collaboration with British Cycling and British Mountain Training, a qualification matrix had been finalised which appears on the BCAB website. The British Caving Association is also going to join as they are currently completing a similar piece of work which can be linked to ours. Positive feedback has been received.

**ACTION 8:** LP to send a follow-up email to accreditation schemes

### **8.2 Safety Lead role**

The Safety Lead role starts her employment within the Coaching Team on 30 May 2022.

### **8.3 Adventure Sport UK**

Working with Adventure Sport UK, a Sit on Top guidance video has been produced for their use.

### **8.4 RNLI and Aquapac**

BCAB is currently working with the RNLI and Aquapac focused on promoting that paddlers always carry their mobile phone with them.

### **8.5 Paddle Safer Award launch**

Statistics received from the RNLI show that callouts for SUP-related incidents had increase significantly in the last 12 months. There is sometimes a lack of awareness of winds and offshore winds.

The new Paddle Safer Award is a 2-hour programme which is aimed at novice paddlers using any craft. There is no certification or provider admin fees and is free of charge. It is available on the Go Paddling website and within the BCAB website's non-regulated awards section.

### **8.6 SUP Safer Award**

This is a new piece of work and will be a 4-hour programme. It will be discussed at the Coaching Administration Group (CAG) with a preferred launch date of 1 July 2022. It is intended that certification and provider administration fees will be £5. The possibility of making this a regulated award will be considered.

To regulate all awards would have an impact on DCs and their Providers. Organisationally we are now in the right place to do this but the pros and cons, plus the wider impact, need to be considered carefully, e.g. an EQA would be required for each area (coaching, leadership and safety).

**ACTION 9:** LP to add this to the Organisational Risk Register. A scoping study is needed as to the viability.

**ACTION 10:** LP to discuss with DCs to seek their thoughts.

## **9. AWARDING BODY WORK**

### **9.1 Risk Process and Risk Management Policy**

The Committee had previously received this document so they could comment, minor amendments were suggested.

**ACTION 11:** LP to provide feedback to the Director of Finance and then report back to the Committee.

## **9.2 BCAB Paddlesport Instructor Review (2022)**

Survey and interview feedback had been received from learners, providers, Delivery Centres and deployers. BCAB is now in the process of collating the data and writing a report. A draft will be made available for Committee members, CAG and the Coaching Strategy Group (CSG) outlining any recommendations. So far, feedback has been positive and indicates that the Award is fit for purpose, although changes need to be made to the assessment of rescues and prerequisites for the FSRT.

There will be a recommendation within the report for the need of a stand-alone SUP Instructor Award. The Committee agreed that this should be a separate qualification.

## **9.3 Data Request from Delivery Centres – 2021 Regulated Qualifications**

This data had been made available to Committee members prior to this meeting. There had been additional data requested on CA ICF links which had also been provided.

The Paddlesport Instructor uptake percentage is high but drops dramatically for the Coach Award. It would be worth investigating why this is. Also, why is there so many people registering and then choosing not to do the assessment? KJ volunteered to investigate this once another tranche of data is received for 2022.

**ACTION 12:** LP to discuss with DCs' in attaining such data

**ACTION 13:** LP to seek advice from the Equality Lead.

**ACTION 14:** LP to report the 2022 data collection at the December BCAB Committee meeting.

## **9.4 Quality Improvement Plan**

This amended document was brought back to the Committee for further comment, as follows:

This is currently a process and procedures document, not a plan. It would be preferential to have a plan, showing all areas for improvement and when these are being considered.

**ACTION 15:** Add internal processes, strategic objectives, areas for improvement and dates considered to the document and link risk information. Amendments to be made and the

document sent to Committee members prior to the next meeting, which will have its own agenda item.

## **10. EXTERNAL REGULATION**

### **10.1 QiW Regulation End Dates**

Regulation End Date is a new field on QiW and will appear on every live qualification, whether it is designated, approved or other regulated. This is the final data QiW will regulate a qualification. QiW will populate the field with a default date of 30/09/2034 but over the next 12-18 months, they will contact AO to amend the dates so that they are correct for each qualification. When the Regulation End Date passes on QiW, the qualification will be archived but any relevant performance information will remain viewable.

Committee members should be aware that QiW will designate differently to Ofqual. There seems to be a drive on the use of the Welsh language, Canoe Wales has been informed of this. It is important to remember that there will be English speaking and Welsh speaking paddlers on the same course and that the Provider will have to update their data fields to reflect this.

### **10.2 New Ofqual 3-Year Plan**

<https://www.gov.uk/government/news/new-ofqual-3-year-plan-puts-students-and-apprentices-at-its-heart>

This article is about putting students into apprenticeships first. It was noted that BCAB had previously been approached by Ofqual regarding this. This links into the Quality Improvement Plan and a link to the Ofqual guidance should be added.

**ACTION 16:** KB to add a link to the Quality Improvement Plan.

## **11. THE WIDER ENVIRONMENT**

### **11.1 Whyte Report**

This report has been further delayed until June 2022.

## **11.2 Marine Accident Investigation Branch (MAIB) Report and Recommendations from the SUP Investigation**

LP had attended a meeting on 28 April 2022.

## **12. ANY OTHER BUSINESS**

None.

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

To be agreed. August month for Statement of Compliance.

Face to face in December (to include the BCAB External Quality Assurer).

**ACTION 17:** KB to create a Doodle Poll for availability.