

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #36

02 DECEMBER 2022 – 10:00AM–15:00PM

BRITISH CANOEING NOTTINGHAM OFFICES

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
Darren Sherwood (DS) – BCAB External Quality Assurer
Karen Bagshaw (KB) – Qualifications Administrator

Apologies: Katy Joy (KJ) – BCAB Committee Member

2. CHAIR’S WELCOME AND OPENING REMARKS

LP welcomed all to the meeting and introduced Darren Sherwood, the BCAB External Quality Assurer. DS has been involved with British Canoeing for a long time as a coach, leader and national trainer, recently joining the EQA team to complete desk-based sampling and audits with the Delivery Centres. Moving forwards, from January 2023, DS will lead the sampling and EQA work. LP will only be involved should an appeal be made.

There has been an increase in learner numbers for both regulated and non-regulated qualifications and awards, exceeding our 2019 figures in quarter 3.

The British Canoeing Annual Plan and Budget will be presented to the British Canoeing Board at the weekend. LP will be presenting a safety report which shows a comparison between growth and fatalities.

3. DECLARATIONS OF INTEREST

New DOI forms for 2023 were signed by Committee members.

4. MINUTES OF PREVIOUS MEETING – AUGUST 2022 (#35)

| Action | Actions from August 2022 meeting | Responsible person | Status |
|--------|--|--------------------|--|
| 1 | Minutes of May 2022 meeting: ACTION 1: Page 6, Action 6. The DS (Darren Sherwood) reference should be amended to state his role rather than his name. | KB | Completed 22/08/2022 |
| 2 | ACTION 2: KB/LP to discuss Google Drive access difficulties with the IT Support Service Manager. | KB | Committee members to clarify what they need help with prior to 2 December meeting. |
| 3 | ACTION 3: Committee members to start refining the SAR at the December 2022 meeting. Prior to this meeting, evidence required, plus identification of exclusions and exemptions, needs to be considered. | All | Ongoing. |
| 4 | ACTION 4: Invite the Head of Risk and Governance to the first BCAB Committee meeting of 2023 to give assurance that all Governance policies have been reviewed and are up to date. | KB | Will be invited when 2023 dates confirmed. |
| 5 | BCAB qualifications and awards – framework discussion. LP had held an initial meeting with Delivery Centre Responsible Officers to discuss the possibility of making all awards regulated. Some concerns had been raised regarding the impact on capacity and delivery centres asked whether it would be a phased approach. Another meeting has been scheduled for the autumn to discuss this further, as it would be preferable for Delivery Centres to influence BCAB's decision, although it is important that we think about it from an Awarding Body perspective. It was agreed that the priority should be the safety awards and Committee members agreed that this is the appropriate way forward. ACTION 5: LP to update Committee members at the December | LP | Update to be given at 2 December meeting. |

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| | 2022 meeting. | | |
| 6 | External Quality Assurance Update - ACTION 6: The clear process for appeal should be shared with Delivery Centres. | KB/LP | Completed 14/09/2022 |
| 7 | External Quality Assurance Update - ACTION 7: Advertise for another EQA role in January 2023. | KB/LP | 01/01/2023 - after review of current position. |
| 8 | 2022 Statement of Compliance - ACTION 8: LP to share the Ofqual letters with BCAB Committee members. | LP | Completed 11/08/2022 |
| 9 | 2022 Statement of Compliance - ACTION 9: BCAB to gather the information requested, circulate the Statement of Compliance to BCAB Committee members for approval, seek Governance and Risk Committee approval, and BC Board approval prior to submission in early January 2023. | KB/LP | Draft completed. To be discussed at 2 December meeting. |
| 10 | The Wider Environment - In terms of widening participation, linking with British Values, it was agreed that a resource bank for schools would be useful. ACTION 10: KJ to send useful links to LP. | KJ | Completed 12/08/2022 |
| 11 | ACTION 11: LP to speak with the EDI Lead and Director of Governance regarding a schools' resource bank. | LP | On hold until 2023. |

4.1 BCAB Committee - Meetings Action Tracker

The Action Tracker was presented to the Committee.

5. MATTERS ARISING (Not covered by the Agenda)

MINUTES OF LAST MEETING

Page 5, item 5. Reference to Delivery Centre needs to contain more content and should read that it is going to be discussed further.

ACTION 1: KB to amend page 5, item 5 as above.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The BCAB Internal meeting action tracker was presented to the Committee.

6.2 BCAB Committee Terms of Reference

This document is under review and will be future-proofed. The following amendments were agreed by the Committee as appropriate:

- Page 2, 4.1.4 – should read ‘recommend submissions’, not ‘make’;
- 4.1.5 – should read ‘suggest mitigations’, not ‘manage mitigations’;
- 4.1.6 – should include ‘provide sound and rationalised’;
- 5.1.4 – occupational standards adviser;
- 5.3 – The reference to a ‘four year term’ is now incorrect;
- 7.1.1 – Vocational education, rather than mainstream education.

ACTION 2: BCAB to make amendments and submit to the Director of Governance.

7. BRITISH CANOEING COACHING AND QUALIFICATIONS

7.1 Update and progress verbal report

EQA. More courses are now being sampled and standardisation practices taking place. LP is writing policies and DS is undertaking the sampling.

Level 1 Stand Up Paddleboard Instructor Award. Workshops have been delivered to Delivery Centres who are now presenting these to their assessor workforce. There has been positive feedback received and some minor amendments to wordings need to take place.

Annual standardisation. Delivery Centre Lead Standardisation Officers were required to complete an online task prior to the annual standardisation event on 19 January 2023. There is a whole new set of resources to support our suite of both regulated and non-regulated awards. These include 86 rescue videos and guidance documents for coaching from the bank.

7.2 BCAB qualification/award 2022 statistics

These were circulated to the Committee prior to the meeting.

8. AWARDING BODY WORK

8.1 BCAB Sampling and Visits 2022

Darren Sherwood presented the sampling and visits for 2022. Delivery Centre sample plans will be requested in early January 2023 and, moving forwards, BCAB will stipulate what it needs to see and the intention of short notice visits.

8.2 Delivery Centre Audits 2022

LP presented to the Committee.

ACTION 3: LP to report back to BCAB Committee members, the outcome of the CW audit.

9. Regulated qualifications and non-regulated awards

Verbal update on review to date.

Level 4 Performance Coach Award. There is a need to encourage more paddlers onto this award.

Coaching Diploma. Moving forwards, the Coaching Diploma will no longer be offered.

Gender data. **ACTION 4:** LP to speak with the British Canoeing Equality, Diversity and Inclusion Lead with regard to collecting this data.

Personal Performance Awards. The way data is collected has now changed. In 2019, only assessor details were collected but, in 2021, the process changed to individual data.

eLearning. This is measured on completion only.

10. EXTERNAL REGULATION

10.1 Statement of Compliance 2022

The BCAB 2022 Statement of Compliance had been circulated to Committee members prior to the meeting, with suggestions and comments made by the Committee. After the suggested minor amendments have been made, BCAB Committee members confirmed they are happy that the document be sent to the Director of Governance for approval and then on to the Chair of the British Canoeing Board for final approval.

ACTION 5: LP to amend and send the Statement of Compliance to the Director of Governance, before sending to the British Canoeing Chair of the Board.

11. AWARDING BODY SELF-ASSESSMENT REVIEW

Consider further compliance evidence within the SAR.

This item will be picked up at the next BCAB Committee meeting.

12. THE WIDER ENVIRONMENT

CCEA Level 1 SUP Instructor Award submission. With regard to the submission for this qualification to be designated, CCEA requests have now been implemented and the qualification has been accredited.

QiW is updating regulatory requirements and calling for evidence to talk about approved and regulated courses, with a baseline for approved courses not regulated.

13. ANY OTHER BUSINESS

None.

14. DATE OF NEXT MEETING

It was agreed that three face to face meetings should take place in 2023 - March, June and end of November. DS will attend the November meeting.