

BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #37

09 MARCH 2023 – 10:00AM–13:00PM

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

Apologies:

Nancy Squires (NS) – British Canoeing Director of Governance and Compliance

2. CHAIR'S WELCOME AND OPENING REMARKS

Due to weather warnings issued, it was sensible to have this meeting online instead of face to face as originally planned. As a result, it will be a shorter meeting today and it was decided by the Committee to move agenda item 11 to the next meeting.

The **MAIB report** had been published and has been reviewed with a lessons to be learnt distributed to the paddling community. British Canoeing has now been given NGB status for Stand Up Paddleboard.

There has been positive progress with the safety point-of-sale messaging, with Tesco, Morrisons, Sainsbury's and Argos engaged.

ACTION 1: KB to send Committee members, the British Canoeing annual report.

Annual increases from baseline in 2021

LP was pleased to report annual increases from the 2021 baseline:

29% growth in qualifications and awards

PPAs 75% increase

26% increase in females engaging with qualifications and awards

30% increase of those under 20

18% increase of those under 16

55% increase of those identifying as non-binary.

BCAB workload appears on the risk register (staffing and committee).

LP is currently working with Delivery Centres on succession planning through the audit process.

3. DECLARATIONS OF INTEREST

All DOIs have been completed with the exception of two:

ACTION 2: KB to email the Declarations of Interest form to SS and KJ.

4. MINUTES OF PREVIOUS MEETING – DECEMBER 2022 (#36)

Action	Actions from December 2022 meeting	Responsible person	Status
1	Minutes of the last meeting. Page 5, item 5. Reference to the options for 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.	KB	Completed
2	BCAB Terms of Reference. This document is under review and will be future-proofed. The following amendments were agreed by the	LP	Completed 23/12/2022

	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.		
3	CW Audit. The CW Audit will take place in January 2023. LP will be visiting, the new Interim Coaching Manager. ACTION 3: LP to report back to BCAB Committee members, the outcome of the CW audit.	LP	To be discussed at this meeting.
4	Gender data. ACTION 4: LP to speak with the Equality, Diversity and Inclusion Lead with regard to collecting this data.	LP	EDI Lead already collecting data.
5	2022 BCAB Statement of Compliance. 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.	LP	Completed

4.1 BCAB Committee - Meetings Action Tracker

The Action Tracker was reviewed and is up to date.

5. MATTERS ARISING (Not covered by the Agenda)

Action 4: It should be noted that the Director of Risk and Governance did not attend the meeting of 09 March 2023 and should be invited to the next meeting.

It had been noticed that the Minutes referred to Delivery Centre Responsible Officers and Centre Managers. Both roles are used due to the different roles held within the Canoe Wales Delivery Centre.

6. AWARDING BODY ADMINISTRATION

6.1 Summary of Action Tracker

The internal AB action tracker was presented to the Committee. All actions completed.

6.2 BCAB Committee Terms of Reference

It was noted that new titles are now being used within the document that were different to those used previously. There needs to be Terms of Reference for each of these roles:

5.1.1 British Canoeing Director of Coaching and Qualifications (who also fulfils the role of British Canoeing Awarding Body Responsible Officer);

5.1.2 External Awarding Organisation Advisor;

5.1.3 Occupational Standards Advisor;

5.1.4 Curriculum and Qualifications Advisor;

5.1.5 National Occupational Standards Advisor.

ACTION 3: LP to consider and action.

7. BRITISH CANOEING COACHING AND QUALIFICATIONS

7.1 Update and progress verbal report

The regulated BCAB Level 1 SUP Instructor Award was launched in January 2023 and BCAB are mapping with CIMSPA professional standards.

The non-regulated award, Sea Kayak Safety and Rescue is now live with the Open Water Safety and Rescue course to follow. Surf has been reduced from advanced to moderate conditions. For white water, there will be an additional 1-day introduction to the White Water training course.

The SUP White Water Leader Award documents are currently being finalised and will be a prerequisite for the SUP White Water Coach Award.

With regard to eLearning, the CNTP and OWNTTP courses will be made available in a modular delivery approach. Blended and face to face eLearning will be available later on this year.

The BCAB website is going to have the addition of an online shop which will make accessing eLearning resources easier and also include a membership benefit. A learning management system is being built internally and this will be launched in May 2023. This will enable us to track and analyse data easier. The BCAB Committee recognised the significant amount of work the Digital team have done to complete this area of important work.

8. AWARDING BODY WORK

8.1 Canoe Wales Audit

The rearranged Canoe Wales audit had taken place on the 25 January 2023 with a full day visit with the Canoe Wales Responsible Officer and the Interim Coaching Manager.

ACTION 4: LP to compose a letter to the Canoe Wales Responsible Officer, outlining the thoughts and considerations of the BCAB Committee.

It was recommended by the Committee, that if Delivery Centres require extra support, e.g. visits, there should be an additional fee for this as it could be a huge drain on BCAB resources. A support process should be determined so that BCAB is not at risk.

ACTION 5: LP to consider additional costs. This would need to be part of the wider UK economic model agreement.

ACTION 6: KB to send Policy to BCAB Committee members for comment.

9. Regulated qualifications and non-regulated awards. Verbal update on review to date.

Feedback from the Delivery Centres had suggested that there was more support for Leadership Awards to become regulated.

The Committee members were asked for their thoughts, as follows:

- Regulatory focus was not to increase qualifications on the framework, and look more to training for learners;
- Costs would increase which may not be good for the consumer;
- Committee members did not think it beneficial to move other awards to Regulated at this time but to keep this on a long-term review and consider again.

ACTION 7: LP to contact Delivery Centre Responsible Officers with details of the above.

10. EXTERNAL REGULATION

A new course fees document has been uploaded onto the BCAB website.

The annual Statement of Compliance had been submitted and accepted by Ofqual and no contact has been made by Ofqual regarding this.

11. AWARDING BODY SELF-ASSESSMENT REVIEW

Consider further compliance evidence within the SAR

ACTION 8: An additional, face to face meeting will be arranged for this work to be completed.

12. THE WIDER ENVIRONMENT

Qualifications and Apprenticeships

The **Sport England workforce governance project** is going ahead and LP is attending a meeting in the next two weeks to further understand implications and opportunities of this project.

The **MAIB report** has now been published which provides recommendations for operators, NGBs and Sports Councils.

ACTION 9: KB to send the MAIB report to BCAB Committee members.

BCAB needs to be constantly aware of any changes and to consider their affects.

ACTION 10: News articles recently published regarding CPD, Safeguarding and First Aid to be re-published – KB.

13. ANY OTHER BUSINESS

13.1 IfATEs Level 3 technical qualifications approval process – Institute for Apprenticeships and Technical Education

If BCAB wants to attract public funding for the Level 3 Coach Award, we need to consider and put in an expression of interest.

ACTION 11: KB to determine what the requirements are.

13.2 Data Retention

An individual has contacted British Canoeing requesting that all of their data is removed, including their qualifications and certifications.

BCAB outlined that this person needs to understand that once their data has been deleted, it cannot be retrieved and if they wish to be qualified again, they will have to undertake the awards from the beginning.

The Committee stated that, before deleting any data, original certificates would need to be returned. The individual would also need to sign a declaration stating that they understand the consequences of deleting their data.

14. DATE OF NEXT MEETING

Online meeting arranged for 15 June 2023.

SAR review meeting arranged for 18 July 2023. British Canoeing offices. 9:00am.

ACTION 12: KB to arrange logistics.