

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #38****15 JUNE 2023 – 10:00AM–12:00PM****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

Katy Joy (KJ) – BCAB Committee Member

Karen Bagshaw (KB) – Qualifications Administrator

**2. CHAIR'S WELCOME AND OPENING REMARKS**

Two EQA visits have been completed in the past month.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. MINUTES OF PREVIOUS MEETING – MARCH 2023 (#37)**

Action	Actions from March 2023 meeting	Responsible person	Status
1	ACTION 1: KB to send Committee members, the British Canoeing annual report.	KB	Completed 14/03/2023
2	ACTION 2: KB to email the Declarations of Interest form to SS and KJ.	KB	Completed 14/03/2023
3	BCAB Committee Terms of Reference. It was noted that new titles were being used within the document that were different to	LP	On hold until a review of the External Advisor

	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.		position.
4	ACTION 4: LP to contact Canoe Wales Responsible Officer with reference to sampling plan and scheduled sampling.	LP	Completed 15/03/2023
5	ACTION 5: LP to consider additional support to the BCAB Removal of Delivery Centre and Programme Approval Policy. This would need to be part of the wider UK agreement.	LP	For discussion at CEO meeting.
6	ACTION 6: KB to send Policy to BCAB Committee members for comment.	KB	Completed 15/03/2023
7	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	LP	Completed 16/03/2023

	for learners; • 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.		
8	AWARDING BODY SELF-ASSESSMENT REVIEW - ACTION 8: An additional, face to face meeting will be arranged for this work to be completed.	ALL	
9	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.	KB	Completed 14/03/2023
10	ACTION 10: News articles recently published regarding CPD, Safeguarding and First Aid to be re-published – KB.	KB	Completed
11	13.1 IfATEs Level 3 technical qualifications approval process – Institute for Apprenticeships and Technical Education. ACTION 11: KB to determine what the requirements are.	KB	Completed 14/03/2023
12	SAR review meeting arranged for 18 July 2023. British Canoeing offices. 9:00am. ACTION 12: KB to arrange logistics.	KB	Completed

**ACTION 1:** KB to amend the Minutes of the previous meeting as follows:

Page 1 – Add the Head of Governance as an apology.

Page 4 – Gender data. Amend to read ‘EDI Lead already collecting data’.

Page 6 – No. 8. Just reference audit report – ‘Refer to audit report’.

Page 10 – Item 13, 13.2 – Remove sentence ‘Meeting with Government and Risk Committee and will report at the next meeting’.

#### **4.1 BCAB Committee - Meetings Action Tracker**

The Action Tracker was presented to the Committee.

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

#### **5.1 Heather Venis (HV) resignation from the Committee**

The work that has been done by HV should be recognised and a Recognition Award should be submitted.

**ACTION 2:** LP/KB to submit a British Canoeing Recognition Award for HV.

### **6. AWARDING BODY ADMINISTRATION**

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

The Action Tracker was presented to the Committee.

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

#### **7.1 Update and progress verbal report**

An extensive amount of work has been done, which includes the following:

The Slalom Coach pathway has been under review and now reflects Grade 1/2 and Grade 2/3 water. The assessment has not changed.

Prerequisites towards non-regulated awards are being reviewed.

The Safety project is in its second phase. The Sea Kayak Safety and Rescue and the Inland Open Water Safety and Rescue awards are now live. The Surf Kayak Safety and Rescue award has been announced with the orientation event being run by BCAB next week. The draft documentation for the Introduction to White Water Safety and Rescue Award has been completed and this will be a 1-day, introductory course. The complete Safety Awards suite will be reviewed and completed by the end of this year.

The Coastal Navigation and Tidal Planning and the Open Water Tidal Planning awards are currently being reviewed and it is intended for them to be offered on a modular basis, online and blended learning.

The White Water SUP Leader award has now been written but is currently waiting for the outcome of some research undertaken into leashes in white water, and also how offshore winds affect Stand Up Paddleboarders.

Lifeguard qualifications have been reviewed, including First Aid. A business case has been submitted to the CEO and Director of Finance.

The Swim Event Safety Award has been reviewed by British Triathlon, Swim England and the Royal Life Saving Society resulting in a wider scope.

**ACTION 3:** LP to consider an application for regulation of this qualification over the summer.

Safer recruitment eLearning is currently being worked on.

Tutoring eLearning for regulated and non-regulated qualifications and awards should be ready at the start of July.

## **7.2 External Advisor recruitment**

LP had met with HV to thank her for her support over the years to BCAB.

Moving forwards, BCAB needs to consider two options for replacement:

- i) a like for like Advisor?
- ii) to opt in an External Advisor for certain projects?

The following should be considered:

- Advice on AI should be sought and BCAB's response to this;
- The model in general and then pulling in specialists as and when required;

- The Committee Terms of Reference will need amending to maintain accuracy if changes are made;
- A skills mapping exercise should be undertaken to ascertain what experience is required.

**ACTION 4:** KB to send a role description to Committee Members so that a mapping exercise can be undertaken.

**ACTION 5:** Committee members to reflect on options and discuss again at the July meeting.

**ACTION 6:** Invite the Director of Digital and Innovation to the November BCAB Committee meeting to give guidance on AI.

## **8. AWARDING BODY WORK**

### **8.1 New LMS system**

The British Canoeing Digital Department has created a new LMS system which appears on the BCAB website:

- eLearning completed will show when a user logs in;
- there is a new eShop (members can get certain items discounted or free of charge, non-members will be charged);
- there is a new search function for the digital library;
- there is an internet 'bot' to ask questions.

This new system will provide BCAB better analytics.

### **8.2 External Quality Assurance Officer**

It has been agreed to advertise for another EQA and this advert will be published in July.

## **9. EXTERNAL REGULATION**

### **9.1 IfATE Technical certification**

BCAB's cycle 1 application has been submitted and recognised by IfATE with feedback given.

### **9.2 QiW Welsh language translation grant application**

BCAB has submitted an application for the Level 1 Stand Up Paddleboard Instructor Award. The outcome is awaited.

### **9.3 Regulators' annual Statement of Compliance**

There will be one Statement of Compliance to submit for 2023. Submission dates have been received; 16 October 2023-19 January 2024. Further details are to follow.

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

### **Outline priorities for 18 July 2023 meeting**

**ACTION 7:** LP to identify any risks from the first Committee member review which will be a priority for the review.

**ACTION 8:** It would be useful to be able to pinpoint exactly where information is within BCAB policies. KB to look into this.

## **11. THE WIDER ENVIRONMENT**

### **11.1 Sport England Workforce Governance Project**

CIMSPA has suggested that without any doubt there will be a National Registration System for providers offering a leisure activity and indications are that everyone involved in sport. The Department for Culture, Media and Sport is having oversight of this project.

### **11.2 Kempston Weir fatalities**

This is currently being investigated by Bedford County Council.

### **11.2 CIMSPA Professional Standards Workforce Register**

The principles for standards of deployment have been drafted and will be shared with CIMSPA.

**12. ANY OTHER BUSINESS**

None.

**13. DATE OF NEXT MEETING**

Additional meeting 18 July 2023 – British Canoeing offices. SAR review.

**ACTION 8:** KB to send out the Agenda for the July meeting: SAR priorities and External Advisor recruitment.