

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #39**

**18 JULY 2023 – 08:30–15:00**

**BRITISH CANOEING OFFICES, NOTTINGHAM**

**MINUTES**

**1. ATTENDANCE AND APOLOGIES**

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**

LP welcomed everyone to the meeting. Meeting face to face being advantageous in working through the set agenda.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. EXTERNAL ADVISOR RECRUITMENT**

BCAB needs to consider options for replacement:

- i) a like for like Advisor
- ii) to opt in those with occupational expertise for certain projects
- iii) Advisor and opt in occupational expertise for certain projects

**Note:** A skills mapping exercise should be undertaken to ascertain what experience is required.

Prior to the meeting, SS had created a skills mapping spreadsheet which could be amended as required. This document is extremely useful and SS was thanked for the considerable amount of work and time he had given to it.

**ACTION 1:** KJ volunteered to add a Standards Curriculum tab (to include IT) to the spreadsheet in the first instance and return to KB by 13 August once completed.

**ACTION 2:** KB to add a dropdown (Y or blank) to the framework columns and add share with Committee members in Google Drive.

**ACTION 3:** Committee members to complete the skills mapping spreadsheet relevant to them.

It was also noted that updated CVs should be collected from Committee members.

**ACTION 4:** Committee members to forward their updated CVs to KB.

## **5. SAMPLING ISSUE**

BCAB were made aware of a sampling issue and, after careful consideration, BCAB Committee members were in agreement that they expect all Delivery Centres to meet 40% of its sampling in 2023 through field visits and desk-top IV and requested that this matter was addressed as a matter of urgency.

BCAB would expect to see evidence of the measures taken which ensured that the 2023 sampling requirement was fulfilled and also evidence of the intended approach for 2024.

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

Focus on sections:

C – Arrangements with third parties.

D – General requirements for regulated qualifications.

G - Setting and delivering the assessment.

Each section was discussed by Committee members at length and amendments were highlighted.

**ACTION 8:** KB to create a new SAR document incorporating the new amendments and add this to the agenda for the next Committee meeting.

**7. DATE OF NEXT MEETING**

9 November 2023

10:00am-12:00pm

Online