



# Leadership and Raft Guide Awards Tutor Notes



## Leadership and Raft Guide Awards Tutor Notes

### Introduction

This document provides specific guidance for Tutors on a range of matters relating to the British Canoeing Awarding Body Leadership and Raft Guide Awards. The guidance aims to cover common matters; however, further advice can be gained by contacting the Delivery Centres.

For the purpose of these Tutor Notes, the term 'Leader' may be used to cover both Leadership and Raft Guiding pathways.

These Tutor Notes should be read in conjunction with:

- BCAB Leadership and Raft Guide Awards Course Guide
- BCAB Assessment Guidance – specific to the leadership pathway
- BCAB Participant Focused Leadership Guidance
- BCAB Leadership and Raft Guide Sample Programme

The 'Leadership and Raft Guide Course Guide' provides details of the award and its general requirements. The accompanying 'Assessment Guidance' expands on the award criteria, providing details of the techniques and skills to be covered, and the standards expected at assessment. The accompanying 'Participant Focused Leadership Guidance' provides clarity on the expected leadership principles and approaches and the 'Leadership and Raft Guide Sample Programme' provides a suggested training and assessment plan.

The following document is also relevant for Tutors:

- Leadership Role Description and Person Specification

This document is available on request from the Delivery Centres.

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## **British Canoeing Awarding Body Leadership and Raft Guide**

### **Awards**

- Paddlesport Leader
- Paddlesport Touring Leader
- Stand Up Paddleboard Inland Open Water Leader
- Stand Up Paddleboard Coastal Leader
- Stand Up Paddleboard White Water Leader
- Canoe Open Water Leader
- Advanced Canoe Open Water Leader
- Canoe White Water Leader
- Advanced Canoe White Water Leader
- White Water Leader
- Advanced White Water Leader
- Sea Kayak Leader (non-tidal and tidal)
- Advanced Sea Kayak Leader (non-tidal and tidal)
- Surf Kayak Leader
- Advanced Surf Kayak Leader
- Stadium White Water Leader

### **Raft Guides**

- Stadium Raft Guide
- Raft Guide (Grade 2)
- Raft Guide (Grade 3)
- Raft Trip Leader (Grade 3)
- Raft Guide (Grade 4)
- Raft Trip Leader (Grade 4)

## 1. British Canoeing Awarding Body Assessment Course

### Introduction

In order to achieve the qualification, candidates need to show competence in the following elements:

- A. Participant focused leadership skills
- B. Personal paddling skills
- C. Rescue skills
- D. Underpinning background knowledge, understanding and experience

The Assessment Criteria are detailed in the specific 'Assessment Guidance' for each pathway and summarised in the specific 'Skills Checklist' for each pathway.

### Assessor Responsibilities

Tutors are responsible for:

- Managing the process of assessment, of practical and written evidence, from assessment planning through to making and recording assessment decisions;
- Implementing appropriate safety frameworks;
- Assessing evidence of candidates' knowledge, understanding and competence against the standards specified in the Assessment Guidance, and making reliable judgments about candidates' performance;
- Ensuring the validity, authenticity and sufficiency of assessment evidence produced by candidates;
- Clarifying any shortcomings in the presented assessment evidence and explaining to the candidate how to remedy them;
- Remaining as unobtrusive as practicable during assessment, whilst being able to see and hear the candidate at work;

- Giving and recording evaluative feedback when appropriate and when the candidate is ready;
- Confirming success to the candidate, at the appropriate stage, when they have demonstrated competence against all of the specified outcomes;
- Agreeing further action with the candidate where appropriate;
- Conducting assessments in the way that upholds the 'Equal Opportunities for Access and Fairness in Assessment Policy'. Assessors must ensure that it is only the candidates' skills, knowledge, understanding and competence that have a bearing on assessment results, which should not be influenced by any other factors. No candidate must be either discriminated against or given an unfair advantage;
- Maintaining accurate and verifiable assessment records for each candidate;
- Fulfilling British Canoeing Awarding Body administration requirements;
- Follow the 'British Canoeing Awarding Body Reasonable Adjustments Policy'.

In order to achieve uniformity of assessment standards, careful attention should be paid to the Assessment Guidance.

Tutors must provide clear guidance to candidates about the assessment process and completion of the various tasks, including:

- What candidates are required to do;
- The assessment programme;
- The relevant assessment criteria;
- The assessment methods;
- When candidates will receive feedback.

## Main Competencies Expected of Assessors

As a minimum, Assessors should meet the following requirements:

- Be able to demonstrate technical competence in the discipline concerned;
- Be able to demonstrate competence of the assessment guidance;
- Be able to use plain language which is free from bias and appropriate to our paddlesport qualifications;
- Be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.

## Venues and Environmental Conditions for Assessment

Suitable venues that allow for a robust assessment of all aspects of the syllabus are required. The conditions for the assessment need to be conducted in the specified environments found in [Appendix 1](#). It is anticipated that each candidate would lead in the environments definition.

Please see the 'Leadership and Raft Guide Awards Course Guide' for more details about the environmental conditions that frame the Leadership and Raft Guide awards. It is important to use venues/locations that reflect these definitions. Suitable trips/journeys must be selected. Apart from the Stadium and Surf awards, using the same location and performing 'laps' is not appropriate.

If the integrity of the course is compromised due to unsuitable conditions, it should be cancelled. This may be necessary prior to, or during, the course. Tutors may reschedule one (or more) days of the course if conditions are not as required. Candidates must be warned that courses will be cancelled if conditions are not appropriate and the course cancellation policy must be clearly communicated.

It is not appropriate to undergo British Canoeing Awarding Body Leadership or Raft Guide assessments in conditions **above** the stated requirements. Tutors will need to

abort the course if such conditions come upon them, whilst obviously maintaining their leadership responsibilities.

### **Night Navigation**

Navigating at night, or in poor visibility, is a skill that is required to be assessed in some of the Leadership Awards. The assessor should ensure that the appropriate venue is used and that the candidate demonstrates leading others at night or in poor visibility. Venues selected should not be in the upper limits of the environment, but a location that allows both group management and navigation to be demonstrated and assessed safely.

### **Pollution**

British Canoeing Awarding Body Leadership and Raft Guide assessments should be taken in the appropriate environment as defined in [Appendix 1](#). Tutors are advised that where there is reason to believe that the level of pollution is such as to render capsizing potentially hazardous, alternative safer methods/locations may be used for those aspects of assessment that require deliberate immersion.

### **Course Length and Staffing Requirements**

All Leadership and Raft Guide Assessments will normally run over 1-2 days. This will depend on the course ratios and logistics relating to access of suitable environments.

- Assessment courses working on a 1:1 or 1:2 ratio can be run over one-day;
- Assessment courses working on a 1:3 or 1:4 ratio must be run over a minimum of two days;
- Modular courses can be run following the principles above.

Tutors must obtain permission from their Delivery Centre if they wish to work outside these ratios.



**Note:** Due to the nature of the Stadium Raft Guide and Raft Guide, assessments can be run over a session (minimum of 2 hours).

Only approved Tutors are eligible to run British Canoeing Awarding Body Leadership and Raft Guide Assessments, specific to their role (and the endorsed Leadership or Raft Guide Training). Further details and the process of how to become a Tutor are obtained through the Delivery Centre.

In most circumstances, it would be appropriate to engage with the assessment course candidates before the day of assessment. This allows time for introductions and appropriate planning. More importantly, this time enables the team to start to building good working relationships, for the Assessors to create an atmosphere that will help candidates perform their best, and for candidates to settle into the process. The more unfamiliar factors involved, the more important this is.

All Tutors are responsible for ensuring that all the requirements outlined in these Tutor Notes, the 'Course Guide', 'Assessment Guidance' and all associated documents are fulfilled and that the terms of their Provider Agreement are followed. The Tutor is responsible for setting the course up, steering the culture and ethos of the assessment environment, ensuring the Tutor team delivers the required quality, at the appropriate level, and that all Tutors follow the necessary procedures.

### **Assessing Family, Friends, Colleagues, etc.**

Assessors must not assess family. Assessors should avoid assessing friends, colleagues or employees - if this is unavoidable, approval must be sought from the Delivery Centre Manager. Extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly and accurately. Assessors are entrusted with ensuring that candidates receive a fair and impartial assessment, with conflicts of interest minimised where possible.

### **Lone Working**

It must be recognised that Assessors are particularly vulnerable when they are working on their own. It is therefore important to keep written evidence of observations of the candidates' performance against the assessment criteria. These may be required later if a decision is questioned.

### **Course Authorisation**

Prior to running a Leadership assessment, Course Authorisation is required for all British Canoeing Awarding Body Leadership Assessments. The Tutor applies for Course Authorisation through their Delivery Centre. Tutors should check the minimum timescales with their Delivery Centre, as timescales of up to 4 weeks may apply. When approved, the Tutor will be informed of a specific Course Authorisation number.

### **Registration, Check In and Prerequisites**

Candidates are required to register with their Delivery Centre before attending their assessment. Candidates should allow at least 2 weeks before their planned assessment for their registration to be processed.

The registration process ensures candidates hold the necessary assessment prerequisites and have signed an appropriate declaration, including statement of physical competence. Details of how to register are available from the Delivery Centre. Tutors should ensure they are fully familiar with the process so they can support and advise candidates appropriately.

The prerequisites required at the point of registration can be found in [Appendix 2](#). Candidates must be aged 16 or over at the time of assessment, or aged 18 or over for advanced assessments. Candidates cannot be deemed responsible for leadership by law until they turn 18.

Initial registration is considered valid when accompanied by valid, in-date first-aid training, valid, in date safeguarding training, a safety award (if applicable) and full National Association membership; it does not otherwise expire.

Candidates should send evidence of their approved 'registration/check in' to the Tutor ahead of the Assessment course.

Tutors are required to check candidates hold all of the prerequisites prior to making the recommendation that they have achieved the award. This involves checking their approved 'registration/check in' email sent from their Delivery Centre. Tutors should also make the prerequisite evidence requirements clear to candidates in the pre-course information.

### **Recruitment and Pre-Course Information**

The Tutor plays a vital role in ensuring the right candidate's book onto the course and register with their Delivery Centre. Appropriate pre-course information and advice must be provided to candidates. This should include:

- information about the qualification;
- a request for information about any specific assessment requirements;
- advice about what they need to bring and what is provided;
- details of the course programme;
- advice about the leadership skills required;
- advice about the level of personal paddling skills required;
- advice about the level of safety and rescue skills required;
- advice about registration/check in.

The pre-course information should include a link to the specific 'Leadership or Raft Guide Assessment Guidance'.

Tutors also need to gather information from candidates prior to the course to enable them to tailor the course and begin to formulate suitable assessment plans.

Candidates are able to choose the craft that they lead from; where possible, this will be tailored to their normal working environment. This will obviously require planning to ensure it is set up appropriately.

Candidates can bring an up-to-date logbook to demonstrate their paddling and leading experiences. This is optional but may aid discussions. A downloadable logbook is available on the [British Canoeing Awarding Body website](#).

### **Assessment Methods**

It is expected that Assessors should be able to gather sufficient evidence on candidate performance using a combination of the following methods:

- Observation of candidates' performance whilst leading others;
- Observation of candidates' performance in specific set-up/simulation tasks;
- Questioning.

British Canoeing Awarding Body Leadership and Raft Guide assessments require a group of real students of the ability that they require to be led in such an environment to be organised for the assessment, reflecting the appropriate and realistic demands on the Leader or Raft Guide, whilst remaining within the Assessor's own safety frameworks. Genuine students who require leadership support should be sourced and appropriate time provided for candidates to 'get to know' the students.

It is preferable that performance in all areas of the Assessment Guidance is observed in real applied activities. Where this is not practical, specific tasks may be set up; this is quite likely for rescue skills if the need for them has not occurred naturally. It is good practice to use appropriate questions to gain additional insight into a candidate's knowledge and understanding; these should be integrated throughout the assessment and not used as a stand-alone test.

It is not expected that there is a need for written tests or written work/projects, although Tutors may choose to set an appropriate planning exercise to cover this aspect of the Assessment Guidance.

### **End of Course Process**

Immediately after the course, the Tutor is required to complete the Course Results process and pay the required fees to their Delivery Centre.

Once the results are returned to the Delivery Centre, they will be verified to ensure that all aspects of the course details and candidate registration are in order.

Successful candidates will then be certificated as appropriate. (There are no fees required at this stage).

### **Unsuccessful Candidates**

If a candidate is unsuccessful at assessment, they can attend a future assessment when they are ready. Deferrals for specific aspects of British Canoeing Awarding Body Leadership and Raft Guide Assessments are not allowed. Unsuccessful candidates must complete a full assessment if they wish to achieve the award.

As part of the assessment debrief, it is important that all candidates are supported with appropriate action planning, so they understand the areas of development that are required prior to re-presenting at a future assessment.

Candidates who are unsuccessful at assessment retain their evidence of registration for a future assessment. Initial registration is considered valid when accompanied by valid, in-date first-aid training, valid, in-date safeguarding training and full National Association membership; it does not otherwise expire.

### **End of Course Feedback**

Tutors are required to gather, and act upon, feedback from candidates on the quality of the training and assessment.

### **Feedback to the Delivery Centre**

Any matters that are out of the ordinary must be reported to the Delivery Centre.

Please note anything that will:

- Help the Delivery Centre process the candidate's course outcome;
- Evidence any reasonable adjustments made;

- Evidence of notable conflicts of interest and how they were managed;
- Act as a reminder of events in the case of an enquiry or appeal;
- Record variations to standard expectations (e.g. venue or mock student requirements);
- Help with the general development of the awards.

Feedback should be returned to the Delivery Centre Manager.

## **2. British Canoeing Awarding Body Endorsed Leadership and Raft Guide Training**

### **Introduction**

Leadership and Raft Guide Tutors can offer a range of training opportunities for aspiring Leaders and Raft Guides. British Canoeing Awarding Body endorsed Leadership or Raft Guide Training should cover the specific Leadership or Raft Guide Award content and help candidates identify areas where further development may be required.

Candidates are also able to opt for bespoke training opportunities. For example, private tuition, in-house training, working alongside/shadowing other Leaders or Guides, symposium workshops, etc. We advise that Leadership and Raft Guide Tutors are well placed to offer this style of bespoke training to individuals or groups of individuals, depending on their specific needs.

Courses that are advertised/sold as some form of training for British Canoeing Awarding Body Leadership and Raft Guide Awards can only be delivered by registered specific Leadership and Raft Guide Tutors. For example, British Canoeing Awarding Body Leadership or Raft Guide Training, British Canoeing Awarding Body Leadership or Raft Guide Refresher Course, British Canoeing Awarding Body Leadership or Raft Guide Preparation for Assessment.

### **Facility and Resource Requirements – Training**

Training courses should be run on venues that develop candidates towards leading and operating in the specified environment defined for the award. Tutors must, however, choose suitable venues/conditions that allow for the safe judgment of the performance level of candidates at the start of the course.

British Canoeing Awarding Body endorsed Leadership and Raft Guide Training courses must be planned at appropriate venues and time of year to provide the best chance of having conditions as required for assessment. Tutors are responsible for

providing robust training against the Assessment guidance and will need to apply their professional judgement in using the conditions to maximise learning for participants.

Assessment conditions should be experienced for at least some of the training course. The decision to use conditions at the lower end of the Leadership or Raft Guide remit may be deemed appropriate for the candidates' given ability level, or due to the weather/water conditions. In all cases, candidates must leave with a clear understanding of the standard expected at assessment, and an appropriate and individualised action plan covering all relevant environments.

Please see the 'Course Guide' for more details about the environmental conditions that frame the Leadership and Raft Guide awards. It is important to use venues that reflect these definitions.

If the integrity of the course is compromised due to conditions, it should be cancelled. This may be necessary prior to, or during, the course. Tutors may reschedule one (or more) days of the course if conditions are not as required. Candidates must be warned that courses will be cancelled if conditions are not appropriate and the course cancellation policy must be clearly communicated.

It is not appropriate to undergo British Canoeing Awarding Body Leadership and Raft Guide Training in conditions above the stated requirements. Tutors will need to abort the course if such conditions come upon them, whilst obviously maintaining their leadership responsibility.

### **Staffing and Candidate Numbers for Training**

British Canoeing Awarding Body endorsed Leadership or Raft Guide Tutor

Number of Students:

Minimum 1, Maximum 6 (Sheltered/moderate environments)

Minimum 1, Maximum 4 (Advanced environments)



Tutors must obtain permission from their Delivery Centre if they wish to work outside these ratios.

Only Tutors with the required role are eligible to run British Canoeing Awarding Body endorsed Leadership or Raft Guide Training courses. Course numbers can be increased by the use of Aspirant Tutors:

Number of Students:

Maximum 12 (Sheltered/moderate environments)

Maximum 8 (Advanced environments)

### **Course Length**

British Canoeing Awarding Body endorsed Leadership or Raft Guide Training can be delivered in many ways; for example, a weekend programme or modular approach. The nature of the course programme will determine how long the training course is. All British Canoeing Awarding Body endorsed Leadership and Raft Guide Training courses must be delivered over a minimum of 16 hours.

1-day Refresher, Top-Up, or Preparation for Assessment courses may also be offered; it must be made clear to the candidate that these courses are not British Canoeing Awarding Body endorsed.

British Canoeing Awarding Body has provided an example of a 2-day training course for Tutors to consider and help them shape their delivery. However, venues, conditions and candidates on the programme will need to be taken into consideration when planning. Please see the 'British Canoeing Awarding Body Leadership and Raft Guide Awards Sample Programme' document for further details.

### **Course Authorisation**

Prior to running the Leadership training, course authorisation is required for all British Canoeing Awarding Body Leadership or Raft Guide training. The Tutor applies for Course Authorisation through their Delivery Centre. Tutors should check the minimum timescales with their Delivery Centre as timescales of up to 4 weeks may

apply. When approved, the Tutor will be informed of a specific Course Authorisation number.

### **Candidate Registration and Prerequisites**

Candidate Registration is not required prior to British Canoeing Awarding Body's endorsed Leadership or Raft Guide Training.

No formal prerequisites are required before training.

### **Recruitment and Pre-Course Information**

The Tutor plays a vital role in ensuring the right candidates book onto the course. Appropriate pre-course information and advice must be provided to candidates. This should include:

- Information about the qualification;
- A request for information about any specific learning requirements;
- Advice about what they need to bring and what is provided;
- Details of the course programme;
- Advice about the level of personal paddling skills expected;
- Advice about the level of safety and rescue skills expected.

### **Training Course Content**

Tutors are responsible for planning an appropriate learning programme that covers relevant content associated with the qualification. It would normally be expected that the training programme covers all aspects of the Assessment Guidance; however, Tutors have the flexibility to add increased focus to those areas of the Assessment Guidance that are particularly pertinent to the candidates on the course. This decision would be shared and agreed with all of the candidates on the course. It is also expected that sessions are tailored to suit the environment that the candidates are most likely to be working within.

Candidates must leave the training course with an appropriate action plan to support their development towards assessment. Candidates should also leave with an understanding of how their current performance relates to the assessment standard. A Leadership or Raft Guide training course is normally run over consecutive days and involves a minimum 16 hours' contact time. Many Tutors offer longer courses to allow more time for learning and development.

### **Introducing assessment**

During the training course, candidates must be given:

- A rough outline of a typical assessment programme;
- An outline of the assessment methods that will be used;
- Clear guidance on what standard is expected at assessment;
- An introduction to the 'Assessment Guidance';
- Clear feedback on their standard and action points to help them prepare for assessment;
- Opportunities to raise any questions or concerns about the assessment process;
- Clear guidance on the assessment course prerequisites;
- Advice on finding and working with a suitable mentor.

### **Mentoring**

Advice should be given to candidates about how to find a suitable mentor to help with their ongoing development. Establishing a mentoring partnership with a current, active and qualified paddlesport Coach or Leader is recommended.

### **End of Course Process**

Immediately after the course, the Tutor is required to complete the Course Results process and pay the required fees to their Delivery Centre. Once the results are returned, they will be validated and, where appropriate, added to the candidate's record.

### 3. Facility and Resource Requirements – General

#### Introduction

The use of appropriate facilities and resources are an important aspect of British Canoeing Awarding Body Leadership and Raft Guide Training and Assessment:

- Tutors must provide a safe and appropriate operating environment for all elements of the programme, that complies with relevant health and safety legislation;
- Candidates need to be made aware of the expectations on them to make sure safe practice and an effective learning and/or assessment environment;
- All activities must meet the requirements of accepted good practice outlined in the Code of Conduct;
- Risk assessments must be in place and appropriate risk management strategies engaged throughout all training and assessment activities;
- Physical resources used must be of industry standard;
- All Tutors must be fully familiar with current best practice and standards as appropriate to the British Canoeing Awarding Body Leadership and Raft Guide Awards;
- Tutors must have appropriate leadership or Raft Guide equipment to look after paddlers in their care during all activities;
- An appropriate space is required for the course introduction, scene setting, and debriefs;
- Toilet, changing and showering arrangements should be communicated to candidates;
- Tutors must ensure that candidates wear appropriate clothing and equipment on all practical activities as identified by the specific risk assessment, and in line with current best practice;
- Tutors must provide a range of appropriate learning resources to cover the training course content.

## **PAT Testing**

PAT testing (portable appliance testing) is an important part of any Health and Safety policy. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to make sure that no danger results from the use of such equipment. The Health and Safety at Work Act (1974) places such an obligation in certain circumstances. Tutors must make sure that all electrical equipment used meets PAT Testing requirements.

For more information visit [www.pat-testing.info/](http://www.pat-testing.info/)

## **4. Supporting Policies**

### **Appeals and Complaints**

If a candidate wishes to appeal or complain about the conduct of a British Canoeing Awarding Body Leadership or Raft Guide training or assessment course they should, in the first instance, raise the area of concern with their Tutor in the hope that the matter can be amicably resolved between both parties. Where it is inappropriate that the Tutor be confronted with the concern or there is no amicable solution, the candidate should contact the Delivery Centre within 28 calendar days of the course. Please see the 'Enquiries and Appeals Procedure' for further details. Course Tutors must inform candidates of the existence of the Procedure, and how to access it.

### **Equal Opportunities Policy**

British Canoeing Awarding Body is committed to ensuring access to, and fairness in, assessment for all candidates regardless of their race, ethnic or national origin, gender, sexual orientation, disability, age, marital status, social class, political or religious beliefs and affiliations, or other personal or professional characteristics which are acknowledged to have no bearing on assessment, whilst also safeguarding the integrity of its qualifications. More details are available in the Delivery Centres' 'Equal Opportunities for Access and Fairness in Assessment' Policies, or contact the Delivery Centre as above to make a complaint.

### **Reasonable Adjustments Policy**

British Canoeing Awarding Body supports the promotion of paddlesport for disabled people and encourages them to take British Canoeing Awarding Body awards. The British Canoeing Awarding Body Leadership and Raft Guide Awards are competence based and candidates are assessed on their ability to meet all of the specified assessment criteria. A candidate with a disability may be granted reasonable adjustments to meet their needs. For example, a candidate with a physical disability may use a piece of adaptive equipment that allows them to complete the assessment. Assessors should, in all cases, refer to the 'Reasonable Adjustments for Paddlesport Awards and Coaching' for further guidance.

### **Reporting Malpractice**

Any suspected malpractice on the part of candidates, Tutors, or any others involved in providing British Canoeing Awarding Body Qualifications must be reported to the relevant Delivery Centre. See the Delivery Centre 'Malpractice and Maladministration Policies' for more details.

### **Quality Assurance (QA) and Internal Verification (IV)**

The Delivery Centres monitor the quality of course delivery and assessment to ensure appropriate standards are maintained. As part of the Quality Assurance and Internal Verification requirements, Tutors must provide access to all premises, records, information, candidates and staff (specifically in relation to the delivery of British Canoeing Awarding Body courses) to Delivery Centre QA/IV Officers or British Canoeing Awarding Body External Verifiers when requested.

### **Remaining Current as a Leadership and Raft Guide Tutor**

Leadership and Raft Guide Tutors are required to meet their Delivery Centre Update Scheme requirements and agree to the Delivery Centre Provider Service Agreement. They are also expected to:

- Remain active coaching and leading;
- Remain up-to-date with current best practice in all aspects of the Assessment guidance;

- Demonstrate personal paddling competence in the relevant disciplines and environments;
- Attend an online 'hot topic' once a year;
- Attend a British Canoeing Awarding Body specific leadership and raft guide community event every 3 years, of which personal and rescue skills will be verified.

Tutors are entrusted with doing whatever it takes to maintain their currency; the Delivery Centres are at liberty to request evidence of this currency and, if necessary, remove the Tutor Role or specify individual actions in order to maintain the Tutor Role. The Delivery Centres may also run compulsory or voluntary moderation or training to support Tutors, as they see fit.

Tutors who do not meet the minimum delivery requirements can put a case forward to keep their role if active (coaching and leading) in the specific environment, or active running relevant British Canoeing Awarding Body Awards in other disciplines. These will be considered by the Delivery Centre on a case-by-case basis.

## Appendix 1: Qualification Operating Environments

Leadership Qualification	Environment
Paddlesport Leader	Sheltered waters (both wind affected and slow moving water).
Paddlesport Touring Leader	Inland open inland water environment and on slow moving water, slow-moving rivers up to and including grade 1, and which may include the occasional short rapid of grade 2 and simple safe weirs. playing on weirs or running rapids). This award would be deemed appropriate to operate in inland tidal water, which includes defined beaches where the group could easily land, slow moving estuaries (less than 0.5 Knots) and in winds not above Beaufort force 4 (force 3 if wind direction is offshore). <b>Note:</b> British Canoeing Awarding Body do not endorse that Stand Up Paddleboards are used on weirs. Arrangements should be planned to get out well above any weir and getting on the water should be well below the construction.
Stand Up Paddleboard Inland Open Water Leader	Inland open water. This includes large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres offshore and in wind strengths that do not exceed Beaufort force 4. It also includes moving water environments up to, but not including, grade 2 rivers ( <b>not</b> involving shooting of, or playing on weirs or running rapids). This award would be deemed appropriate to operate in inland tidal water, which includes defined beaches where the group could easily land, slow moving estuaries (less than 0.5 Knots) and in winds not above Beaufort force 4 (force 3 if wind direction is offshore).
Stand Up Paddleboard Coastal Leader	Moderate sea. This includes a stretch of coastline with some areas where it is not easy to land but there will always be straightforward land points, a maximum of two nautical miles apart. Crossings not exceeding two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).
Stand Up Paddleboard White Water Leader	Grade 2(3) white water rivers.
Canoe Open Water Leader	Large areas of open water that exceed the sheltered water definition, where the paddlers are no more than 500 metres off shore and in wind strengths that do not exceed Beaufort force 4.
Advanced Canoe Open Water Leader	Large areas of open water that exceed the moderate water definition, where the paddlers are potentially more than 500 metres off shore and in wind strengths that exceed Beaufort force 4.
Canoe White Water Leader	Grade 2(3) white water or equivalent weirs



Advanced Canoe White Water Leader	Grade 3(4) white water or equivalent weirs
White Water Leader	Grade 2(3) white water rivers.
Advanced White Water Leader	Grade 4 white water rivers.
Surf Kayak Leader	Moderate surf. Sections of sandy beaches free from significant hazard (e.g. rocks and strong rips) and easy access. Gentle, sloping and spilling waves, preferably peeling. Not pitching or dumping. Wave height should be no more than double overhead when seated in a kayak in the trough of the wave (head high for a stand up surfer)
Advanced Surf Kayak Leader	Advanced Surf. Reefs, points, offshore breaks and sandy beaches, which may have significant hazards (e.g. rocks, strong rips, etc.) and may be remote and/or have difficult access. Waves may be powerful, steep, pitching, fast, hollow and heavy. Up to and above double overhead when seated in a kayak in the trough of the wave (or head high and above for a stand up surfer).
Sea Kayak Leader (tidal)	Moderate sea. This includes a stretch of coastline with some areas where it is not easy to land but there will always be straightforward land points a maximum of two nautical miles apart, crossings not exceeding two nautical miles, up to 2 Knots of tide (but not involving tide race or overfalls). Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).
Sea Kayak Leader (non-tidal)	Moderate sea with no tidal or minimal tidal movement. This includes areas where it is not easy to land but there will always be straightforward land points a maximum of two nautical miles apart, crossings not exceeding two nautical miles. Wind strengths do not exceed Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).
Advanced Sea Kayak Leader (tidal)	On the sea where tidal races, overfalls or open crossings may be encountered and cannot be avoided; sections of coastline where landings may not be possible or are difficult; winds above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height).
Advanced Sea Kayak Leader (non-tidal)	On the sea with no tidal or minimal tidal movement, where open crossings may be encountered and cannot be avoided; sections of coastline where landings may not be possible or are difficult; and winds above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height) and large areas of open water which exceed Moderate Inland Water and/or have winds in excess of Beaufort force 4.
Stadium White Water Leader	Artificial white water venues
Stadium Raft Guide	Artificial, man-made white water environment
Raft Guide (grade 2)	Grade 2 natural white water river

Raft Guide (grade 3)	Grade 3 natural white water river
Raft Guide (grade 4)	Grade 4 natural white water river
Raft Trip Leader (grade 3)	Grade 3 natural white water river
Raft Trip Leader (grade 4)	Grade 4 natural white water river

**Notes:**

**1. Environmental definitions stated within the guidance document:**

[‘Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders’](#).

**2. Sea Kayak Leader Awards (Tidal and non-tidal)**

Although it is possible to identify areas within the UK and International waters that have very little vertical movement but strong tidal streams and other areas with a larger tidal range but almost no tidal streams, these areas are deemed as tidal.

NOTE: Anywhere on the British Isles coastline would be deemed as tidal.

There are some inland and specific sea areas within the UK and International waters where sea kayaks are specifically used, such as the Great Lakes, sheltered Fjords, Mediterranean, lochs and lakes, where there is no appreciable tidal movement. If these areas are used in isolation with no significant tidal inlet movements, then this would be deemed as non-tidal.

**3. White Water Rivers**

Guidebooks and web based river guides are often written for normal river conditions or levels. Tutors must be sure that the stated grade is still a true representation of the grade on the day, for example low water conditions may make the section considerably easier to lead or significantly more technical, depending on the craft. High water runs can simplify decision making but significantly increase consequences of errors. Tutor integrity and judgement is essential in ensuring parity and consistency across assessments.

## Appendix 2: Prerequisites to Assessment

### First Aid

A valid (within 3 years) First Aid Award recognised by British Canoeing Awarding Body

- 1 day First Aid Award for Sheltered Water Environments
- 2 day First Aid Award for Moderate and Advanced Environments
- 2 day First Aid Award for Stadium Raft Guides and Raft Guides
- 3 day First Aid Award for Raft Trip Leaders

### Safeguarding

Valid (within 3 years) Safeguarding Training recognised by British Canoeing Awarding Body

### Membership

Full National Association Membership

### Age

At the point of assessment, Leaders must be age 16 or over, or aged 18 or over for Advanced Water leadership pathways.

### Safety Award:

**Canoe White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Advanced Canoe White Water Leader:** Advanced White Water Safety or Advanced White Water Safety and Rescue Training

**Sea Kayak Leader** (non-tidal and tidal): Coastal Navigation and Tidal Planning

**Advanced Sea Kayak Leader** (non-tidal and tidal): Open Water Navigation and Tidal Planning

**SUP Coastal Leader:** Coastal Navigation and Tidal Planning

**SUP White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Surf Kayak Leader:** Surf Kayak Safety and Rescue

**White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Advanced White Water Leader:** Advanced White Water Safety or Advanced White Water Safety and Rescue Training

**Raft Guide (Grade 2):** White Water Safety, White Water Safety and Rescue Training or Rescue 3 WRT Award

**Raft Guide (Grade 3 & 4):** Advanced White Water Safety, Advanced White Water Safety and Rescue Training or Rescue 3 WRT Pro Award

**Raft Trip Leaders (Grade 3 & 4):** Advanced White Water Safety, Advanced White Water Safety and Rescue Training or Rescue 3 WRT Pro Award

### **Raft Trip Leaders**

Raft Trip Leader candidates require a British Canoeing Awarding Body Raft Guide Qualification

**Raft Trip Leader (Grade 3):** Raft Guide (Grade 3) or Raft Guide (Grade 4)

**Raft Trip Leader (Grade 4):** Raft Guide (Grade 4)

Equivalencies of safety awards are accepted and can be found on the [British Canoeing Awarding Body website](#).

If your Leading or Rafting Guiding has been verified through alternative means, you can apply to your Delivery Centre for Accreditation of Prior Learning (APL). The APL service will consider other nationally recognised, professional awards and other training and assessment schemes, other than its own, where they are identifiable as being of equal or higher standard. Further details are available from Delivery Centre websites.

Leaders wishing to pursue a qualification with a remit in advanced conditions **do not** need to complete the relevant Moderate Water Leadership Award as a prerequisite.