



Paddlesport Instructor Award
Tutor Notes

British Canoeing Awarding Body

Paddlesport Instructor Tutor Notes

Introduction

These Tutor Notes provide specific guidance for providers and tutors regarding the delivery of the British Canoeing Awarding Body Paddlesport Instructor course.

These Tutor Notes are supported by the following British Canoeing Awarding Body documents:

- Paddlesport Instructor Course Guide
- Paddlesport Instructor Learner Development Pack
- Paddlesport Instructor Assessment Guidance
- Paddlesport Instructor Tutor Programme and Lesson Plans

Permission from the Delivery Centres must be granted to operate outside these guidelines.

British Canoeing Awarding Body Educational Philosophy

British Canoeing Awarding Body believes in a participant-led approach when creating and enabling experience from which people will enjoy, learn and develop through paddlesport. The Paddlesport Instructor course is designed to support instructors to deliver safe, engaging, empowering and enjoyable paddlesport sessions with the paddler at the heart of the process; whilst also fostering a sense of a paddling community and supporting the inherent social aspects of the sport. We hope through this approach that paddlers will achieve and celebrate success (this success being focused on the journey and not the destination).

The instructor's experience through the qualification pathway should also be safe, engaging and enjoyable; with the instructor being able to guide their own learning and development. Our course tutors should deliver the programme using a supportive and empowering approach to instil an active passion for both paddlesport and instructing. Whilst meeting individual needs, fostering a sense of a paddling community, and developing understanding and respect for the environment in which paddlesport takes place.

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The Paddlesport Instructor Course

The Paddlesport Instructor course is designed to support paddlers who are interested in delivering taster/starter sessions in very sheltered water environments; within clubs, centres or other organisations.

Very Sheltered Water Definition

The Very Sheltered Water Definition includes:

- quiet canals with easy bankside access and egress;
- small lakes, which are not large enough, and do not have difficult landing areas for problems to occur if there is a sudden change in conditions;
- specified sites on gentle, slow moving rivers;
- enclosed swimming pools.

The definition implies normal conditions where weather conditions that are not in themselves likely to cause problems. Care is advised when water temperatures are low. At any point the paddler should not be more than 50 metres from the bank.

Audience

We anticipate that the qualification is likely to be used by:

- Instructors in clubs;
- Instructors for providers/centres who offer paddlesport activity;
- Instructors within schools, Duke of Edinburgh, youth groups, uniformed groups, etc.

This may be a paddler's first qualification. We also anticipate that holders of other British Canoeing Awarding Body qualifications and awards will access this course to support their learning, provide an update on current best practice or to support changing roles or needs of the learner. We encourage this (and this should be promoted).

The Paddlesport Instructor course is recognised by the Delivery Centres as valid Continuous Personal Development evidence for the Update Scheme.

Staffing and Candidate Numbers

The staffing ratio is 1:6. All Paddlesport Instructor courses should have between 4 and 12 candidates.

The lead tutor¹ needs to hold the Paddlesport Instructor Tutor role. For courses with 7 to 12 candidates, the second member of staff needs to hold:

- Paddlesport Instructor Tutor role, **or**;
- Aspirant Paddlesport Instructor Tutor role².

The lead tutor is responsible for selecting and appropriately deploying their second staff and must put in place appropriate support and monitoring mechanisms to ensure all aspects of the learning programme are delivered appropriately.

Course Authorisation

Prior to running a Paddlesport Instructor course, the lead tutor must apply for Course Authorisation through their Delivery Centre. If you meet the relevant requirements, you will automatically be informed of the Course Authorisation Number. The lead tutor should check the minimum timescales with their Delivery Centre.

Course Length

The Paddlesport Instructor course is delivered over a minimum of two days and must include at least 15 hours' teaching/learning contact time. Modular courses must be completed within a six-week window.

Course Organisation

Courses can be organised by the Delivery Centres, Paddlesport Instructor Tutors, or hosting venues. Candidates or organisations can also arrange an individual course directly with a recognised tutor.

¹ Lead Paddlesport Instructor Tutor = The Tutor who holds course authorisation from their Delivery Centre.

² Aspirant Paddlesport Instructor Tutor = those who have completed application and orientation.

Ofqual

The Paddlesport Instructor qualification is on the Ofqual Register of Regulated Qualifications at Level 1.

Recruitment and Pre-course Information

The tutor/s and course organisers play 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/course;
- information about registration and to signpost to Paddlesport Instructor eLearning;
- information about logistics, e.g. the venue, directions, timings, equipment, food, etc.;
- advice about prior knowledge/skills expected and the prerequisites;
- specific advice regarding the personal paddling/rescue skills required before the course;
- a request for information about any specific learning requirements;
- advice about what they need to bring and what is provided;
- an invite for candidates to make contact if they have any questions;
- an outline of the programme;
- sign-posting to information about the assessment tasks;
- details of the course cancellation policy.

Tutors also need to gather information from candidates prior to the course to enable them to tailor the course to meet individual needs. This will include identifying specific areas of interest and any special learning requirements.

The Paddlesport Instructor Course Guide provides information about the qualification, the preparation candidates need to do prior to attending a course and specific information regarding the entry level skills required. Providers are advised to draw this specific information to candidates' attention in their pre-course information. Providers should also be prepared to provide individual guidance to candidates regarding the suitability of the course for their needs and current base of skills and knowledge.

Candidate Entry Requirements

The candidate entry requirements are as follows:

- Full National Association Membership;
- Delivery Centre Registration (see notes overleaf);
- British Canoeing Awarding Body Paddlesport Safety and Rescue Course or Foundation Safety and Rescue Training (see notes overleaf);
- Personal Paddling and Rescue Competence (see notes on page 6);
- 14 years of age, or older.

Providers should check suitability for anyone under 18 years of age.

It is the candidate's responsibility to ensure that they hold the prerequisites.

Providers and tutors will need to put in place appropriate checks.

Registration

Prior to attending a Paddlesport Instructor course, candidates are required to register with their Delivery Centre. It is recommended that candidates allow at least 1 week before their planned course for their registration to be processed and course materials sent out. Registration confirms that the candidate holds full National Association Membership and identifies if an appropriate Safety and Rescue course has been completed. Registration also provides candidates with access to a range of relevant electronic resources, this includes the following:

- BCAB Paddlesport Instructor Just Add Water resource;
- BCAB Paddlesport Instructor Activity cards;
- BCAB Paddlesport Instructor Games cards.

What to do if a candidate turns up without registration in place

The Paddlesport Instructor is an entry level award and we should aim to encourage new instructors as best we can. Course organisers and tutors must do everything they can to make sure that candidates turn up with Delivery Centre Registration. However, if a candidate does turn up without registration it is up to the discretion of the lead tutor as to whether the candidate is accepted to attend the course.

Where the candidate is permitted to participate in the course, their registration must be processed by the relevant Delivery Centre prior to (or along with) the end of course process. Note that the British Canoeing Awarding Body will not accept requests for certification received more than 60-days after the initial practical assessment date. Requests for certification after this time will be denied.

Where registration is not in place the lead tutor must make sure that all candidates:

- have a copy of the necessary course details;
- have civil liability insurance covering paddlesport activity;
- have completed an appropriate safety and rescue course.

Safety and Rescue Training

Safety and Rescue Training is considered to be essential in preparing the candidate for the Paddlesport Instructor course and successful completion. It is not in the best interests of the candidate to attend the Paddlesport Instructor course without it; doing so has the potential to compromise the safety and the quality of learning of all course attendees. Tutors have a responsibility to both the candidate and their Delivery Centre to ensure this is adhered to.

It is a requirement that rescue skills are consolidated prior to the Paddlesport Instructor course (see below). It is therefore not advisable for candidates to undertake a Safety and Rescue Training immediately prior to the Paddlesport Instructor course unless it is being used as an opportunity to further practice or refresh existing skills.

Personal Paddling and Rescue Competence

Candidates will choose to paddle **one** type³ of stable craft for the personal paddling and rescue skills assessment.

The Paddlesport Instructor Course Guide and Assessment Guidance provide specific information about the required standard.

³ Kayak (closed or open cockpit), sit on top, open canoe, **or** stand up paddleboard.

The Paddlesport Instructor course has been designed on the premise that the candidate has the required personal and rescue skills prior to course attendance. These components are assessed (but not trained) during the course.

It is not in the best interests of the candidate to attend the course without meeting these standards. It is the tutor's responsibility to ensure the course is suitable for the candidate given their personal and rescue skills. This will ensure that they have every chance of successfully completing the qualification and is integral to the safety and the quality of learning of all course attendees.

Providers may wish to provide additional training in personal paddling and rescue skills as part of their overall calendar of course provision.

Age

Where providers choose to allow paddlers under the age of 18 to attend the course, appropriate safeguarding measures must be implemented and due attention paid to the enhanced and legal responsibilities.

Delivering the Course

The 'Paddlesport Instructor Tutor Programme and Lesson Plans' provides guidance regarding the course programme and the delivery of the associated lessons.

Permission from the relevant Delivery Centre must be granted to operate outside these guidelines.

In order to ensure that the content is pitched at the right level, tutors must also be familiar with the Paddlesport Instructor Assessment Guidance and eLearning. These will both help the tutor integrate and thread the relevant content through the delivery of their programme.

Venue and Resources

The Paddlesport Instructor course requires easy and quick access to at least one **Very Sheltered Water** venue (see definition on page 2) where it is possible to undertake a simple short journey. Swimming pools would not normally be used.

A 15-minute drive is considered the maximum distance from classroom to water venue. It is an advantage to use venues where the boats/board do not need to be loaded and unloaded at each session.

A classroom with chairs/tables and access to audio/visual resources is required. This indoor space is required at the start and end of each day for the delivery of these parts of the learning programme.

A range of resources to play games and support practical activities will be required, along with a range of appropriately levelled learning resources, in a range of formats, to support candidates in the different areas of the syllabus.

Craft

Candidates will explore a range of craft during the course; with training on how to run taster/starter sessions (as either single or mixed fleet groups) for participants in each of the following types of craft as a minimum:

- kayak (closed or open cockpit);
- sit on top;
- tandem open canoe;

- stand up paddleboard.

Candidates will need to have access to each type of craft, along with paddles and equipment so they can participate comfortably and safely in the practical water-based sessions. Stable craft that are generally quick to learn to control should be chosen, as these are most appropriate for taster/starter sessions where the emphasis is on 'going paddling' rather than 'learning to paddle'.

Note that windsurf boards are not considered a suitable alternative to stand up paddleboards.

Mock Students

Mock students are typically not required.

During the Paddlesport Instructor course, candidates are given opportunities to practice their instructing; this is facilitated as peer work.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

It would be considered an unusual occurrence for a Paddlesport Instructor course to be cancelled due to inappropriate weather/environmental conditions. As a guide, courses should use venues in conditions that are appropriate for the Paddlesport Instructor to deliver taster/starter sessions.

Courses should be planned in locations, and at a time of year, where appropriate conditions are most likely to be encountered. Tutors should do their utmost to provide a quality/relevant learning experience; only where the options are too limited due to extreme conditions should the course be cancelled.

End of Course Process

Immediately after the Paddlesport Instructor course, the lead tutor is required to complete the **Course Results process** and pay required **fees** to their Delivery Centre.

Once the results are returned to the Delivery Centre, they will be validated and, where appropriate, passed to British Canoeing Awarding Body for certification. Tutors need to ensure they are fully aware of the end of course process, fees and required timescales.

Evidence of completion of **Safety and Rescue Training** should be provided if not confirmed through the registration process.

End of Course Feedback

Providers and tutors are required to gather, and act upon, feedback from candidates on the quality of the course. Evidence of this should be retained for quality assurance purposes.

Feedback to Delivery Centres

Providers and tutors are encouraged to provide written feedback to their Delivery Centre about any issues that may help with the general development of the awards. Feedback should be returned to the Delivery Centre Responsible Officer.

The Assessment Component

In order to achieve the Paddlesport Instructor qualification, candidates are required to successfully complete a number of assessment tasks during the course. These are summarised in the Learner Development Pack and further detailed in the associated Assessment Guidance.

Assessors 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.

Assessor Responsibilities

All assessors are responsible for:

- managing the process of assessment, of practical and written evidence, from assessment planning through to making and recording assessment decisions;
- assessing evidence of candidates' knowledge, understanding and competence against the standards specified in the Assessment Guidance and making reliable judgments about candidates' assessment 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;
- giving and recording evaluative, formative and summative feedback as soon as possible;
- confirming success to the candidate as soon as they have shown competence against all of the specified outcomes;
- agreeing further action with the candidate as necessary;

- conducting assessment in the way that upholds the equal opportunities principles specified by British Canoeing Awarding Body and their Delivery Centres;
- maintaining accurate and verifiable assessment records for each candidate;
- completing the necessary processes.

Main Competencies Expected of Assessors

Assessors should be suitably qualified and occupationally competent. These minimum requirements must be met:

- hold the relevant assessor role with their Delivery Centre;
- be able to provide evidence of the knowledge, understanding and application of all areas of the course syllabus, at the correct level;
- be able to show technical competence;
- be able to show competence in the assessment of all areas of the syllabus;
- be familiar with the guidance and requirements in relation to conducting assessment, recording assessment decisions and maintaining candidates' assessment records;
- be able to use plain language which is free from bias and appropriate to our paddlesport qualifications and awards;
- be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.

Assessors must make sure that required processes are completed accurately, are up to date, securely stored and made available for internal or external verification whilst candidates are on courses.

Guidance on Working with Close Relations or Employees

Assessors must not assess close friends or family.

Assessors should avoid, where practical, assessing colleagues or employees. If this is unavoidable, approval must be sought from the relevant Delivery Centre Manager. Extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly and accurately.

Providers are entrusted with staffing assessments in order that candidates receive a fair and impartial assessment with conflicts of interest minimised where possible.

Assessment Tasks and Requirements

Details of the assessment tasks and requirements are provided in the Paddlesport Instructor Learner Development Pack and Assessment Guidance.

Incomplete Assessment Tasks

If a candidate does not complete an element required for certification by the end of the assessment course, there are two potential outcomes:

1. In most circumstances the candidate would be required to repeat all aspects of assessment on a future course.
2. Alternatively, the candidate can work with the same provider to conclude the assessment components; with the assessor providing further opportunity for the candidate to demonstrate competence in the specific element/s as required. If this option is chosen, it must be concluded within 2 months.

British Canoeing Awarding Body will not accept requests for certification received more than 60 days after the initial course date.

Requests for certification after this time will be denied.

In both cases above, the Course Results must be returned to the Delivery Centre at the end of the initial course with the 'not recommended' result noted. The follow on assessment is subject to a new Course Authorisation number.

There is no limit on the number of attempts a candidate may have at the assessment components; although tutors and assessors have a responsibility to ensure that candidates receive sound advice to support their development and preparation for successful assessment; multiple unsuccessful assessment attempts should be an unusual occurrence.

Facility and Resource Requirements

The use of appropriate facilities and resources are essential to the provision of a high quality course:

- a safe and appropriate operating environment for all elements of the course must be provided that complies with relevant health and safety legislation;
- candidates need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment;
- candidates must wear/use suitable clothing and equipment on all practical activities as identified by the specific Risk Assessment and in line with current best practice;
- all activities must meet the requirements of accepted good practice outlined in the British Canoeing Awarding Body 'Environmental Definitions and Guidance for Deployers, Instructors, Coaches and Leaders';
- risk assessments must be in place and appropriate risk management strategies engaged throughout all activities;
- physical resources used must be of industry standard;
- all staff must be fully familiar with current best practice and standards relevant to the qualification;
- course organisers and tutors need to carefully consider the suitability of the venue chosen to ensure robust training/assessment can take place;
- appropriate arrangements for toilets, changing and showers must be made and clearly communicated to candidates;
- venues must have conditions in which space, light and temperature are suitable for the candidates' needs;
- venues used must be accessible for all candidates (in accordance with the relevant legislation).

Supporting Policies

Tutors must have access to, be familiar with, and support the implementation of the relevant supporting policies as identified in the Paddlesport Instructor Course Guide, including:

- Enquiries and Appeals Procedures;
- Complaints Procedure;
- Equal Opportunities Policy for Access and Fairness in Assessment;
- Special Considerations Policy;
- Reasonable Adjustments for Paddlesport Awards and Coaching;
- Malpractice and Maladministration.

In all cases, assessors **must** signpost the Appeals Procedure to unsuccessful candidates.

Quality Assurance (QA) and Internal Verification (IV)

The Delivery Centre QA and IV procedures monitor and support tutoring skills, programme delivery and assessment. As part of the QA and IV 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). Access may be required by Delivery Centre QA/IV Officers, or British Canoeing Awarding Body External Verifiers.

Agreed Names and Language for the Paddlesport Instructor Qualification

This section outlines the terminology to be used when advertising or promoting the British Canoeing Awarding Body Paddlesport Instructor courses.

Italics are used to identify the agreed terminology, language and names to be used.

Qualification Name

British Canoeing Awarding Body Paddlesport Instructor*

Please be advised that there are significant differences between the 'Paddlesport Instructor' qualification offered during 2018 and that launched in 2019. These differences are described in the "Paddlesport Instructor FAQs". 'Paddlesport Instructor' remains the title used for both.

British Canoeing Awarding Body Paddlesport Instructor can be used in promotional materials.

*** Use of 'British Canoeing Awarding Body' / 'BCAB'**

The name *British Canoeing Awarding Body* should be inserted in front of the qualification name, as per the following guidance:

- include '*British Canoeing Awarding Body*' if the context is not seated within British Canoeing Awarding Body;
- drop '*British Canoeing Awarding Body*' if the context is seated under a British Canoeing Awarding Body heading;

This principle follows through with all terminology.

Name of Suite of British Canoeing Awarding Body Qualifications and Awards

The *Paddlesport Instructor* is part of the wider suite of awards referred to as *The British Canoeing Awarding Body Coaching Qualifications and Awards*. This includes all Awards (or Qualifications). If wishing to include the Leadership Awards use; *British Canoeing Awarding Body Coaching and Leadership Qualifications*.

Paddlesport Instructor Course

Use '*Paddlesport Instructor course*'