



# **BCAB Level 1 Stand Up Paddleboard Instructor Award Tutor Notes**

# **BCAB Level 1 Stand Up Paddleboard Instructor Award**

## **Tutor Notes**

### **Introduction**

These Tutor Notes provide specific guidance for providers and tutors regarding the delivery of the BCAB Level 1 Stand Up Paddleboard Instructor Award course.

These Tutor Notes are supported by the following documents:

- BCAB Level 1 Stand Up Paddleboard Instructor Award Course Guide
- BCAB Level 1 Stand Up Paddleboard Instructor Award Learner Development Pack
- BCAB Level 1 Stand Up Paddleboard Instructor Award Assessment Guidance
- BCAB Level 1 Stand Up Paddleboard Instructor Award 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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.

## Contents

|  |    |
|--|----|
| Introduction   | 2  |
| The BCAB Level 1 Stand Up Paddleboard Instructor Award Course                                      | 4  |
| Candidate Entry Requirements   | 7  |
| Delivering the Course  | 9  |
| The Assessment Component   | 12 |
| Facility and Resource Requirements   | 15 |
| Supporting Policies  | 16 |
| Agreed Names and Language for the BCAB Level 1 Stand Up Paddleboard Instructor Award Qualification | 17 |

## **The BCAB Level 1 Stand Up Paddleboard Instructor Award Course**

The BCAB Level 1 Stand Up Paddleboard Instructor Award course is designed to support paddlers who are interested in delivering SUP 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;

The definition implies normal conditions with 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 stand up paddleboarder'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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 Stand Up Paddleboard Instructor courses should have between 4 and 12 candidates.

The lead tutor<sup>1</sup> needs to hold the Stand Up Paddleboard Instructor Tutor role. For courses with 7 to 12 candidates, the second member of staff needs to hold:

- Stand Up Paddleboard Instructor Tutor role, **or**
- Aspirant Stand Up Paddleboard Instructor Tutor role<sup>2</sup>.

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 Stand Up Paddleboard 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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, Stand Up Paddleboard Instructor Tutors, or hosting venues. Candidates or organisations can also arrange an individual course directly with a recognised tutor.

---

<sup>1</sup> Lead Stand Up Paddleboard Instructor Tutor = The Tutor who holds course authorisation from their Delivery Centre.

<sup>2</sup> Aspirant Stand Up Paddleboard Instructor Tutor = Those who have completed application and orientation.

## Ofqual

The BCAB Level 1 Stand Up Paddleboard Instructor Award 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 signpost to the BCAB Instructor eLearning;
- information about logistics, e.g. the venue, directions, timings, equipment, food, etc.;
- advice about prior knowledge/skills expected;
- specific advice regarding the personal paddling/rescue skills required before the course by providing links to both the skills checklist and assessment criteria;
- 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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;
- Personal Paddling and Rescue Competence (see [notes below](#));
- 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 meets the prerequisites and confirm their intention to study towards this award. Registration also provides candidates with access to a range of relevant electronic resources, this includes the following:

- BCAB Instructor Activity cards
- BCAB Instructor Games cards

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

The BCAB Level 1 Stand Up Paddleboard Instructor Award 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 the appropriate level of personal skills and safety and rescue skills.

### **Personal Paddling and Rescue Competence**

The BCAB Level 1 Stand Up Paddleboard Instructor Award Course Guide and Assessment Guidance provide specific information about the required standard.

The BCAB Level 1 Stand Up Paddleboard Instructor Award 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 'BCAB Level 1 Stand Up Paddleboard Instructor Award Tutor Programme and Lesson Plans' provide 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 BCAB Level 1 Stand Up Paddleboard Instructor Award course requires easy and quick access to at least one **Very Sheltered Water** venue (see [definition](#)) where it is possible to undertake a simple short journey.

A 15-minute drive is considered the maximum distance from classroom to water venue. It is an advantage to use venues where the boards 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.

## Boards

Stable SUPs that are generally quick to learn to control should be chosen, as these are most appropriate for SUP 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 BCAB Level 1 Stand Up Paddleboard Instructor Award course to be cancelled due to inappropriate weather/environmental conditions. As a guide, courses should use venues in conditions that are appropriate for the Stand Up Paddleboard 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 the British Canoeing Awarding Body for certification. Tutors need to ensure they are fully aware of the end of course process, fees and required timescales.

## **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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 Centre;
- 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 facilities 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 BCAB Level 1 Stand Up Paddleboard Instructor Award 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 BCAB Level 1 Stand Up Paddleboard Instructor Award Qualification**

This section outlines the terminology to be used when advertising or promoting the BCAB Level 1 Stand Up Paddleboard Instructor Award courses.

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

### **Qualification Name**

*British Canoeing Awarding Body\* Stand Up Paddleboard Instructor*

### **\* 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 *Stand Up Paddleboard 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*.

### **Stand Up Paddleboard Instructor Course**

Use '*Stand Up Paddleboard Instructor course*'.

*Paddleboarding can also be used within promotion of this qualification, but the title of the qualification must not be changed.*