

BRITISH CANOEING AWARDING BODY IDENTIFICATION AND MANAGEMENT OF RISKS FOR REGULATED QUALIFICATIONS POLICY

A role of the British Canoeing Awarding Body (BCAB) is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards and therefore protecting learners, BCAB provides guidance and support to help centres and their learners achieve their learning and development goals.

Scope of Policy

The purpose of this Policy is to detail how BCAB ensures its operation as an Awarding Body and how risks to the organisation are identified and incidents managed.

This Policy provides detail to staff and associated Delivery Centres with the procedures, policies and processes that assist in identifying organisational risks and how these are appropriately managed.

Policy Statement

BCAB is committed to ensuring risks are identified, managed and appropriate measures are in place to protect the Awarding Body, the Delivery Centres and learners:

- BCAB has a robust system to identify realistic risks and implement appropriate measures to protect itself as an Awarding Body, Delivery Centres and learners.
- The British Canoeing Board has a Major Incident Policy which underpins the BCAB systems identifying adverse risks to the organisation and its members as a National Governing Body for Paddlesport. Such policy identifies the risks, as well as preventive measures, and what steps would take place in the unlikely event of such adverse effect on the organisation and BCAB.

- BCAB Committee meets three times a year and, as part of the standard agenda, discusses the risk register associated with the Self-Assessment Report (SAR) as well as the wider organisational risk that may be present or identified as a perceived risk.
- BCAB Committee meeting minutes are observed by the Chair of the Coaching Strategy Group (CSG) and are discussed as BCAB on the standard agenda and passed onto the British Canoeing Board if deemed appropriate by the CSG members.
- BCAB is committed in ensuring that learners are protected and that the provision of assessments can continue, including registrations and certifications.
- BCAB is confident that they would be still able to process and certificate in the light of an adverse effect, by ensuring robust records are kept, backed up externally, staff trained to cope with absences as well as being able to be accessed remotely, enabling certification processing to take place in a timely manner.

This document refers to Condition(s) within the Regulator's Statement of Compliance requirements	A4 A6
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