

## **BRITISH CANOEING AWARDING BODY SUITABILITY FOR CONTINUING RECOGNITION POLICY**

A role of 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 BCAB suitability to continue as an Awarding body.

This Policy provides detail to staff and associated Delivery Centres with the procedures, policies and processes that ensure suitability and continuing suitability of recognition.

### **Policy statement**

BCAB is committed to protecting its suitability as being recognised as an Awarding Body:

- BCAB has an established organisational risk register that has identified likely adverse effects that could render as unsuitable to continue operation as an Awarding Body. For such risks, recommendations and measures to undertake have been identified to ensure continual operation as an Awarding Body.
- Any act or omission by BCAB that adversely affects its position would be corresponded to OFQUAL at the first opportunity. Such correspondence will be instigated by the BCAB Committee on behalf of the British Canoeing Board.
- BCAB is an active and well established Awarding Body, however, in the case of inactivity, the BCAB Committee on behalf of the British Canoeing Board inform OFQUAL of inactivity as an Awarding Body.
- BCAB is committed in ensuring that it is in accordance with OFQUAL Conditions of Recognition. BCAB has an organic approach to ensuring compliance with regular internal meetings for BCAB to discuss the Self-Assessment Report (SAR), scheduled BCAB committee meetings to challenge conditions and ensure BCAB is compliant with OFQUAL using the Conditions of Recognition. BCAB will inform the British Canoeing Board via the Coaching Strategy Group (CSG) of any requirements, risk and its compliance with the Conditions of Recognition.
- As part of BCAB governance, BCAB ensures that its senior staff are suitable for such roles that they hold. On a yearly basis, CVs of all staff are documented, Declaration of Interests signed and the suitability of the senior staff representing BCAB.
- BCAB is the only recognised National Governing Body (Awarding Body) for Paddlesport and is a resident of the European Union, with established and recorded address in the UK.

- BCAB is a well-established and the only Awarding Body for paddlesport, any change in control will be coordinated with the British Canoeing Board and OFQUAL informed throughout the process. BCAB will ensure any changes in control are well documented, planned and that the learners' interests will be protected. Such control in change process would include merging with another organisation.
- BCAB take conflicts of interest seriously and, as such, ensures that a Declaration of Interest for all parties involved in management, design and consultancy, both paid and voluntary, are completed and checked on a yearly basis as well as checked verbally at significant meetings and minuted. Such Declaration of Interests are in accordance with the Conditions of Recognition.
- BCAB has issued guidance to both Delivery Centres and assessors of regulated courses that reasonable steps are to be taken that learners are not assessed by anyone who has a personal interest in the result of the assessment. Documentation of such reasonable steps are within the regulated assessment guidance notes.
- Delivery Centres providing BCAB regulated assessments must document and inform BCAB if such reasonable steps cannot be taken to avoid assessment by an interested party. Delivery Centres will scrutinise and examine appropriate alternatives before allowing the assessment to take place.
- BCAB has a written Conflict of Interest policy that informs Delivery Centres and the Awarding Body of their responsibilities if there are conflicts of interest. This policy is available on request and on the BCAB website.

This document refers to Conditions(s) within the Regulator's Statement of Compliance requirements	A1 A2 A3 A4 B3 D5
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