

## **BRITISH CANOEING AWARDING BODY**

### **TRAINING 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 protects the security, integrity and confidentiality of our qualifications by ensuring effective governance is in place and in accordance with regulatory requirements.

This Policy applies to all staff and other individuals involved in the development, set up and delivery of Qualification training events. This includes individuals involved with any aspect of the programme design, content creation, training delivery, marketing, sales and any other activity connected with Training for Regulated Qualifications events.

#### **Policy statement**

BCAB is committed to protecting the security and integrity of our qualifications and confidentiality of assessments. All of our training events are delivered in accordance with regulatory requirements and are designed to ensure fair and equal access to appropriate support information:

- All Training for Regulated Qualifications events are run by BCAB staff and outlines, including materials, are approved by the British Canoeing Head of Coaching and Qualifications (HOC);
- Qualifications Training events are periodically monitored by BCAB;
- Trainers delivering Training for Regulated Qualifications events complete essential training prior to the delivery of training;
- All Training event material is quality checked and approved internally before it can be used. Only authorised material can be used at BCAB training events;

- Any Training content that relates to qualifications used during a centre-based training event or consultancy session must use exactly the same material used in BCAB training events;
- All issues arising with Training for Regulated Qualifications events are reported to the HOC.

## **Responsibilities**

All BCAB staff involved in the development, design and delivery of Training for Regulated Qualifications must:

- ensure that the regulatory standards and safeguards relating to quality in Training for Regulated Qualifications events have been identified and are adhered to;
- review their procedures periodically to ensure confidentiality of assessment in relation to Training for Regulated Qualifications is protected.

## **Individual BCAB employees**

Individuals must ensure that:

- they understand and adhere to the BCAB training outlines and materials;
- ensure that no conflicts of interests and annual declarations are completed;
- ensure no expression of personal opinion or comment on any BCAB specification or assessment;
- only use materials that have been authorised by the HOC;
- not to add slides to the presentation without this being approved by the HOC;
- not to recommend their own resources.

This document refers to Conditions(s) within the Regulator's Statement of Compliance requirements	D
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