

British Canoeing Provider Guidance Notes

1. Introduction

These notes aim to provide guidance on a range of British Canoeing Qualification and Awards to assist candidates, as well as provide advice and inform trainers and assessors of appropriate practices when delivering British Canoeing Qualifications and Awards. The guidance aims to cover the obvious and common matters, however further advice can be gained, if required, by contacting the National Association Coaching Manager.

The specific Qualification and Award Syllabi and the accompanying support materials should be read in conjunction with this guidance. The accompanying support material for all awards and qualifications expand on the requirements, providing details of the knowledge, experience, techniques and skills to be covered, and the standards expected at assessment.

All up to date documentation for all qualifications and awards can be found in the Provider Zone section on the British Canoeing Awarding Body website:

<https://www.britishcanoeingawarding.org.uk>

British Canoeing Awarding Body strongly recommends that qualification and award documentation is obtained from this area, to ensure that both learner, provider and assessor are using the most up-to-date materials.

Content	Page No.
Membership	3
Staff Ratios	3
Provider Roles	3
Provider Responsibilities	3
Remaining a Current Provider	4
Lone Working	5
Assessing Friends, Family and Work Colleagues	5
Course Authorisation	5
Recruitment and Special Requirements	6
Candidate Prerequisites	6
End of Course Process	7
End of Course Feedback	7
Environmental Awareness	7
Pollution	8
Manual Handling	9
Appeals and Complaints	9
Supporting Policies	10
Running British Canoeing Qualifications and Awards Overseas	12
Quality Assurance	12
Internal Verification	12
General Provider Responsibilities	12
Venue and Environmental Conditions	14
Coaching in a Dynamic Environment	14
Use of Man-made (Artificial) White Water Courses	15
General Guidance for Training and Assessments	22
Assessor Responsibilities	25
Appendix 1	28

Membership

For all coaching courses and leadership assessments, candidates need to hold National Association membership. All other candidates on courses should be encouraged to apply for British Canoeing/National Association Membership. Membership details are available on the National Association Websites.

Staffing Ratios

British Canoeing Staffing Requirements and Ratios are required ratios for running British Canoeing qualifications and awards. Providers must obtain permission in advance from their National Association if they wish to work outside these ratios.

For Moderate and Advanced Leadership assessments for courses of four candidates or less, two different assessors must assess the candidate. While a different assessor would assess the candidate on each day, both assessors must be present together at the candidate's debrief.

See **Appendix 1** for full British Canoeing Staffing Ratios.

Provider Roles

Only providers with the required role and who have completed a Provider Service Agreement for the current year are eligible to run British Canoeing Qualifications and Awards. Details of how to become a provider can be found on the British Canoeing Awarding Body website: www.britishcanoeingawarding.org.uk or through the National Association Coaching Managers.

Provider Responsibilities

For all assessment courses, the provider must take on the role of course director and is

responsible for ensuring all requirements as outlined in these guidance notes, the specific syllabus, and training and assessment notes for the qualification or award are fulfilled. On larger courses, additional staff may be deployed (as per the stated ratios). These too must be appropriately qualified and registered Providers. In these cases, one provider would normally take the lead as course director. The course director would be responsible for setting the course up, ensuring the staff team delivers the required quality at the appropriate level, and that all staff follow the necessary procedures.

For larger courses, providers are encouraged to consider the environmental and access impacts, as well as the suitability of the venue to cope with large number courses.

Remaining a Current Provider

Providers are required to maintain their National Association Coach Update requirements in order to retain their Provider Role. They are also expected to:

- Remain active coaching in the relevant discipline/environment.
- Remain up-to-date with current best practice in all aspects of the relevant qualification and award.
- Be able to demonstrate personal paddling competence in the relevant discipline/environment.

Providers are entrusted with doing whatever it takes to maintain their currency; the National Associations are at liberty to request evidence of this currency and, if necessary, remove the provider role or specify individual actions in order to maintain the provider role. The National Associations may also run compulsory or voluntary moderation or training to support providers, as they see fit.

In addition, providers of the Coaching, Leadership and Safety Awards must work on a

minimum number of courses per 3-year cycle. Providers who do not meet the minimum requirements can put a case forward to keep their role if active (coaching and leading) in the specific environment. These will be considered by the National Association Coaching Managers on a case-by-case basis.

Lone Working

British Canoeing recognises that providers do work on their own and could be particularly vulnerable. It is therefore important that the provider puts in appropriate mechanisms to ensure the safety of learners and the lone provider. When assessing, the lone provider is encouraged to keep written evidence of observations of the candidates' performance against the assessment criteria. These may be required later if a decision is questioned/challenged.

Assessing Family, Friends, Colleagues, etc.

Assessors must not assess close family. Assessors should avoid assessing friends, colleagues or employees - if this is unavoidable, approval must be sought from the Delivery Centre Manager. Extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly, and accurately. Assessors are entrusted with ensuring that candidates received a fair and impartial assessment with conflicts of interest minimised where possible.

British Canoeing Leadership assessment candidates should be assessed by at least one assessor, who did not deliver their British Canoeing Leadership training.

Course Authorisation

Course authorisation is required for specific qualifications and awards. The provider applies for course authorisation through their National Association. Please note, course authorisation normally needs to be in place at least two weeks prior to the planned course.

When approved, providers will be informed of a specific course authorisation number. The table below outlines the minimum notice required for a course, it is recommended that providers book courses further in advance if possible.

Qualification/Award	Course authorisation period required
Personal Performance Awards	No notice or authorisation required
Leadership qualifications (Trainings and Assessments)	2 weeks
Coaching Training	2 weeks
Coaching Assessment	4 weeks
Safety Courses	2 weeks
Supporting Modules	2 weeks

Recruitment and Specific Requirements

The provider plays a vital role in ensuring the right candidates book onto the course, hold the prerequisites and complete appropriate registration. Providers also need to identify, prior to the course, if candidates have any special requirements so they can appropriately cater for them during the course.

Candidate Prerequisites

The relevant course prerequisites are detailed in the specific qualification and award syllabus. Providers are required to check candidates hold all of the prerequisites prior to making the recommendation that they achieve the award. Providers must make the

prerequisite evidence requirements clear to candidates in the pre-course information.

Paddlers intending on working through the British Canoeing Qualifications and Awards are advised to keep a record of their experience. While it is not essential for paddlers to record their paddlesport experience as part of their progression, it may prove useful at a later date for supportive evidence purposes. With the Leadership Awards it should be considered an essential aspect of assessment preparation. British Canoeing has an electronic format logbook available, or paddlers can, of course, produce their own. Candidates on coaching and leadership programmes are required to hold membership of their National Association. Candidates are required to register with the relevant National Association prior to attending a British Canoeing Coach and Leadership assessment.

End of Course Process

Immediately after the course, Providers are required to complete the **Course Results process** and pay the required **fees** to their National Association Delivery Centre. Once the results are returned, they will be validated and, where appropriate, authorised for certification.

National Associations and the British Canoeing Awarding Body aim to certificate within 7 working days of receiving correct and accurate information from the Providers. Candidates on leadership and coaching assessments must be made aware that if they are not able to provide registration evidence within this time, their attendance on the course may not be recognised. Course directors should contact their National Association Coaching Managers at the earliest opportunity should problems arise.

End of Course Feedback

Providers are required to gather, and act on, feedback from participants on the quality of assessment and/or training. Such evidence can also be used for quality assurance

purposes carried out by the National Association. Feedback should be returned to the National Association Delivery Centre Manager.

Environmental Awareness

Paddlesport is an exciting, adventurous, competitive and recreational activity from which much of the enjoyment and adventure comes from the natural environment. Every paddler must remember to respect all wildlife and take care not to damage or destroy the environment by observing the good practice guidelines published by the National Associations. See:

British Canoeing: 'You, Your Canoe and the Environment'

Canoe Wales: 'Waterside Code'

Scottish Canoe Association: 'Paddlers Access Code'

Canoe Association Northern Ireland: Official partners of 'Leave no Trace', and adapt their recommendations

Pollution

All British Canoeing qualifications and awards should be taken in the appropriate environment as defined in the syllabi. Providers are advised that where there is reason to believe that the level of pollution is such as to render capsizing as potentially hazardous, alternative, safer methods/locations may be used for those aspects of Qualifications and Awards that require deliberate immersion.

Manual Handling

All paddlers need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment in relation to paddlesport. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine. Providers and assessors are charged through the training and assessments they provide with a 'duty of care' for paddlers and should ensure they make an appropriate risk assessment of activities provided. It is recommended that candidates seek help when emptying and carrying their craft.

Appeals and Complaints

If a candidate wishes to appeal or complain about the conduct of a British Canoeing Qualification or Award training or assessment they should, in the first instance, raise the area of concern with their Trainer or Assessor, in the hope that the matter can be amicably resolved between both parties. Where it is inappropriate that the Trainer/Assessor be confronted with the concern or there is no amicable solution, the candidate should contact the National Association where the course took place within 28 calendar days of the course. See 'British Canoeing Appeals Procedure' for further details. Course providers must inform candidates of the existence of the British Canoeing appeals procedure and how to access it.

Supporting Policies

Equal Opportunities Policy

British Canoeing is committed to ensuring access to, and fairness in, assessment for all candidates regardless of their race, ethnic or national origin, gender, sexual orientation, disability, age, marital status, social class, political or religious beliefs and affiliations, or other personal or professional characteristics which are acknowledged to have no bearing on assessment, whilst also safeguarding the integrity of its qualifications. More details are available in the National Associations' Equal Opportunities Policies, or contact the relevant National Association to make a complaint.

Reporting Malpractice

Any suspected malpractice on the part of candidates, providers or any others involved in providing British Canoeing qualifications must be reported to the relevant National Association. See the National Association Policies for more details.

Reasonable Adjustments Policy

British Canoeing supports the promotion of paddlesport for disabled people and encourages them to take British Canoeing awards. An assessor may recommend a candidate for an award, even if a specific disability prevents the candidates from completing all aspects of the syllabi. There are specific details on how Assessors can put this into practice in the 'British Canoeing Reasonable Adjustments for Paddlesport Awards and Coaching'.

British Canoeing Qualifications and Awards are mainly competence based and candidates are assessed on their ability to meet all of the specified assessment criteria. A candidate with a disability may be granted reasonable adjustments to meet their needs. For example,

a candidate with a physical disability may use a piece of adaptive equipment that allows them to complete the assessment. Assessors should in all cases refer to the 'British Canoeing Reasonable Adjustments for Paddlesport Awards and Coaching' for further guidance.

Accreditation of Prior Learning (APL)

Candidates who have covered any of the training or assessment prerequisites through alternative/equitable means can apply to British Canoeing for Accreditation of Prior Learning (APL) in order to be granted entry to the training or assessment course. A specific avenue to support appropriately experienced candidates wishing to access British Canoeing training without first completing the required British Canoeing Leadership prerequisite is in place. See British Canoeing APL Guidance for further advice: www.britishcanoeingawarding.org.uk/our-commitment/

Running British Canoeing Qualifications and Awards Overseas

Providers who live abroad, or who wish to travel abroad to deliver British Canoeing Qualifications and Awards, must refer to the guidance on the British Canoeing website:

www.britishcanoeing.org.uk/coaching-leadership/british-canoeing-international/

Quality Assurance (QA)

British Canoeing and National Associations monitor the quality of course delivery and assessments to ensure appropriate standards are maintained. As part of the Quality Assurance requirements, directors must provide access to all premises, records, information, candidates and staff (specifically in relation to the delivery of British Canoeing courses) to National Association Coaching Managers when requested.

Internal Verification (IV)

To ensure assessments are fair, reliable, valid, authentic and sufficient assessment evidence has been produced by individual candidates, National Associations have a responsibility to verify providers' assessment decisions. As part of this process, Providers may be required to show additional assessment evidence or receive a field visit. Plans of assessment verification and verifications carried out are a compliance requirement from British Canoeing Awarding Body and are checked annually.

General Provider Responsibilities

- Providers must provide a safe and appropriate operating environment for all elements of the training or assessment programme that complies with relevant health and safety legislation including the safeguarding of individuals on programmes.
- Providers must have appropriate leadership equipment to look after paddlers in their

care during all training and assessment activities.

- Candidates need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment.
- Risk assessments must be in place and appropriate risk management strategies engaged throughout all training and assessment activities.
- All physical resources used to support the delivery of the learning programme and assessment should be of industry standard and relevant to the individual candidates.
- All staff must be fully familiar with current best practice and standards as appropriate to coaching in the specific environment.
- An appropriate space is required for the course introduction, scene setting and debriefs.
- Toilet, changing and showering arrangements should be communicated to candidates.
- Providers must ensure that candidates wear appropriate clothing and equipment on all practical activities as identified by the specific risk assessment and in line with current best practice.
- Providers should ensure candidates have access to appropriate resources to support training against all elements of the syllabus.

Venues and Environmental Conditions

British Canoeing Qualifications and Awards clearly define the required venues and conditions for undertaking assessments. Courses must only go ahead where the defined conditions are present for at least 50% of the assessment course. It is not appropriate to undergo British Canoeing trainings or assessments in conditions above the stated requirements. Providers will need to abort training/assessment if such conditions come upon them, whilst obviously maintaining their leadership responsibility.

Coaching in a Dynamic Environment

British Canoeing framework and approach to learning is that we develop appropriate opportunities for the individual to progress. While supporting a flexible approach to delivery and not being restrictive, tutors and coaches need to consider selecting an environment that is most conducive to student learning. With this in mind, when coaching to develop performance and understanding, coaches or tutors should consider setting practices and deliver coaching sessions to develop skills and understanding in a more controlled, less dynamic environment before committing a performer to an advanced, more complex environment. In doing this, the learner's understanding and skill should develop so that the learner and coach would feel comfortable to move to advanced, more complex environments. When in these environments setting appropriate and structured practices and constraints will allow further learning to occur, before perhaps returning to a lesser environment for additional coaching input. Such approach would require the ability to carry out a robust learner profile and select a venue that allows easy transition between various environmental conditions. This would take into account the stage of learning and allow monitoring of performers' comfort and stretch zones, allowing for safe skill progression as well as psychological and physiological development.

Use of Man-Made (artificial) White Water Courses

British Canoeing recognises that the use of artificial courses has benefits for learning and would be seen as an appropriate decision to use such an environment. Below indicates when such man-made courses can only be used by Providers running British Canoeing Qualifications and Awards.

Qualification / Award	Artificial / man-made white water venue
White Water Safety and Rescue	1 day only
Advanced White Water Safety and Rescue	Not able to be used for this award
White Water Kayak Leader Training	Not able to be used for this award
Advanced White Water Kayak Leader Training	Not able to be used for this award
White Water Kayak Leader Assessment	Not able to be used for this award
Advanced White Water Kayak Leader Assessment	Not able to be used for this award
White Water Kayak Coach Training	1 day only
Advanced White Water Kayak Coach Training	Not able to be used for this award

White Water Kayak Coach Assessment	Not able to be used for this award
Advanced White Water Kayak Coach Assessment	Not able to be used for this award
Performance White Water Kayak Coach Training	1 day only
Performance White Water Kayak Coach Assessment	Not able to be used for this award

Note: Freestyle and Slalom qualifications and awards will have no restrictions on the use of artificial sites.

River Tryweryn

The River Tryweryn is a natural venue with the upper part of the river managed by Canolfan Tryweryn. The Lower section is a natural river which is unmanaged and therefore will have hazards you would normally expect to find in this type of environment. The River is dam controlled with a range of different releases. The Lower section also has additional water feeding into it so levels on the Lower Tryweryn can be higher than the release level indicated at the centre on the day.

The Upper section from the Chipper to the Campsite is graded as 3-4. The Lower section from the Campsite to Bala is graded 2-3 with Bala Mill falls at Class 4. This last rapid has a leat running above the drop so can easily be avoided.

The Provider has a responsibility to remain within the remit of the award being delivered and have students with an appropriate level of skill and experience useful in the environment and also have a positive experience.

Kayak - Coaching and Leadership Courses

Course	Section	Duration
White Water Kayak Coach Training	Lower	1 day out of 2
White Water Kayak Coach Assessment	Lower	1 day
Advanced White Water Kayak Coach Training	Upper	1 day
Advanced White Water Kayak Coach Assessment	Upper	1 day

Course	Section	Duration
White Water Kayak Leader Training	Lower	1 day out of 2
White Water Kayak Leader Assessment	Lower	1 day out of 2
Advanced White Water Kayak Leader Training	Upper	1 day out of 2
Advanced White Water Kayak leader Assessment	Upper	1 day out of 2

River Tryweryn (Canoe)

Due to its grading and the narrow and tree-lined nature of the lower river, its use, particularly for canoe courses, requires consideration and management by the award Provider. The harder sections of the river are not easily portaged. Any trainer or assessor using the river would need to know it well and use effective judgement as well as utilising clear briefings and task setting.

The Provider has a responsibility to remain within the remit of the award being delivered and have students with an appropriate level of skill and experience useful in the environment, and also for all involved to have a positive experience.

Coaching Courses

Course	Section	Duration
White Water Canoe Coach Training	Lower (see note 1a)	1 day
White Water Canoe Coach Assessment	Lower(see note 1a)	1 day
White Water Canoe Coach (Advanced Water) Training	Upper and/or Lower (see note 1b)	1 day
White Water Canoe Coach (Advanced Water) Assessment	Upper and/or Lower (see note 1c)	1 day

Canoe Leadership Awards

Course	Section	Duration
Canoe Leader Training	Lower (see note 1a)	1 day
Canoe leader Assessment	Lower (see note 1a)	1 day
Advanced Canoe Leader Training	Upper and/or Lower (see note 1d)	1 day
Advanced Canoe Leader Assessment	Upper and/or Lower (see note 1d)	Part of 1 day

Notes:

1a – The lower river has sections that are above the requirements for this award. Trainers or assessors utilising this section of the river will need to carefully manage these sections, take on the leadership role if these sections are to be paddled and ensure that candidates are clearly briefed with regard task and responsibility if the sections are to be negotiated other than by paddling, i.e. portage, lining, etc.

1b – Whilst the upper river provides some useful coaching sections, its powerful, fast and narrow nature can be intimidating to learners being coached. In addition, the managed nature of the upper site means that it is not the same as a wild river. Because of this the Tryweryn should not be the only river of the grade used during any White Water Canoe Coach (Advanced Water) Training.

1c – The upper river should only be used if the candidate has brought along their own learners and they are confident that the learning environment suits their needs and abilities.

The assessor retains overall responsibility for the assessment and therefore would need to also be satisfied that the use of the upper river was appropriate. The coaching sessions would need to utilise the grade 3 sections and not be solely on the grade 2 linking sections. It would not be suitable for use with unknown learners on a Canoe Coach (Advanced Water) assessment.

1d - The managed nature of the Upper Tryweryn means that it does not have some of the features that may be encountered on a wild river. For this reason, the Upper Tryweryn should not be the only river of its grade utilised during an Advanced Canoe Leader assessment. It could, however, be used in conjunction with another wild river to give a fuller picture of a candidate's performance. If the upper river is going to be used during training, the trainer needs to be confident that the learning environment suits the needs and abilities of their students as it may not be appropriate for all learners at this level.

The Provider will need to ensure that the group is signed in at the Tryweryn Reception in line with the Centre policies for external providers. The Provider will be expected to follow the guidelines for use of the venue supplied by the Tryweryn.

Professional Judgment and Integrity of British Canoeing Standards

British Canoeing training courses must be planned at appropriate venues and time of year to provide the best chance of having conditions as required for assessment. Providers are responsible for providing robust training against the course syllabus and will need to apply their professional judgement in using the conditions to maximise learning for participants. Assessment conditions should be experienced for at least some of the training course.

The decision to use conditions below that of assessment requirements may be deemed appropriate for the candidates' given ability level, or due to the weather/water conditions. In all cases, candidates must leave with a clear understanding of the standard expected at assessment and an appropriate and individualised action plan covering all relevant environments.

If the integrity of a training or assessment course will be compromised it should, of course,

be cancelled, this may be necessary prior to, or during, the course. Providers may reschedule one (or more) days of the course if conditions are not as required. Candidates must be warned that courses will be cancelled if conditions are not appropriate and the course cancellation policy must be clearly communicated.

General Guidance for Training and Assessment

Personal Performance Awards

Paddle Start Award

The Paddle Start Award is designed to provide a framework for a paddler's first session. It is very much an encouragement award and can be used by instructors, coaches and leaders who offer taster sessions, or the first session of a series. The assessment style should be very relaxed, with candidates achieving the award if all aspects of the syllabus are covered within the session.

British Canoeing - Personal Performance Award

British Canoeing PPA Providers running courses should be able to gather sufficient evidence on candidate performance using the following methods; however, Providers must still bear in mind the nature of Personal Performance Awards and should be aimed at individual development:

- Observation of candidates' performance in coached or led activities (e.g. personal, safety, leadership, group skills and theory).
- Observation of candidates' performance in specific set-up tasks (e.g. rescues).
- Questioning (e.g. theory, safety, leadership, group skills).

It is preferable that performance in all areas of the syllabus is observed in real coached or led activities. Where this is not practical, specific tasks may be set up; this is quite likely for rescue skills if the need for them has not occurred naturally. It is good practice to use appropriate questions to gain additional insight into a candidate's knowledge and understanding; these should be integrated throughout the session and **not used as a stand-alone test!**

It is not expected that there would be the need for written tests or written work/projects, although Providers may choose to set a simple planning exercise to cover certain aspects.

It is preferable that PPAs are run as part of a wider coaching programme, but can be run as a stand-alone if required. They can be run for individuals or groups, and through block courses, or a series of evenings/weekends to best suit the coaching needs of the group. It is important that Providers try to create an environment in which the assessment is non-threatening and very much focused around candidates' learning and development.

There are no formal training requirements for candidates to complete as part of the British Canoeing Personal Performance Awards. Providers may wish to offer training packages; these can be delivered via a series of sessions or via a specifically calendared training course(s). The training programme, whilst needing to cover all aspects of the content, does not need to be restricted to these areas and should reflect a wide range of boat handling and experiential opportunities.

Leadership Training

British Canoeing Leadership training can be delivered via a series of sessions or via a specifically calendared training course(s). The training programme, whilst needing to cover all aspects of the syllabi, does not need to be restricted to these areas and should reflect a wide range of boat handling and experiential opportunities, relevant to paddling/leading in the moderate water environment. Candidates must leave the training course with an appropriate action plan to support their development towards assessment. Candidates should also leave with an understanding of how their current performance relates to the assessment standard.

All leadership courses need to be run over a minimum of two days; each day being eight hours.

Leadership Assessment

It is expected that British Canoeing Leadership Providers running assessments should be able to gather sufficient evidence on candidate performance using a combination of the following methods:

- Observation of candidates' performance whilst leading others.
- Observation of candidates' performance in specific set-up/simulation tasks.
- Questioning.

British Canoeing Leadership assessments must include the leading of a suitably sized group; all assessments will include the use of **'real' students** rather than other assessment candidates. Assessors should do their utmost to organise a group of real students who **require leadership support** in the discipline specific sheltered water, moderate water or advanced water environments. It is at the Assessor's discretion to choose if they use 'real' students for one or both days of the assessment programme.

It is preferable that performance in all areas of the syllabus is observed in real applied activities. Where this is not practical, specific tasks may be set up; this is quite likely for rescue skills if the need for them has not occurred naturally. It is good practice to use appropriate questions to gain additional insight into a candidate's knowledge and understanding; these should be integrated throughout the assessment and not used as a stand-alone test!

It is not expected that there is a need for written tests or written work/projects, although Providers may choose to set an appropriate planning exercise to cover this aspect of the British Canoeing Leadership Syllabus.

Candidates must complete all elements required for British Canoeing Leadership

certification within 3 years of their formal training. If a candidate is unsuccessful at their first assessment attempt, they have an additional 12-months added to the validity. Candidates are advised to wait a minimum of 3-months before presenting for a re-assessment, although individual advice should be offered following an unsuccessful attempt. Only **two** attempts are allowed at the assessment, after which the British Canoeing Leadership Training must be repeated. Deferrals for specific aspects of British Canoeing Leadership Assessments are not allowed. Unsuccessful candidates must attend a full assessment if they wish to progress.

For assessments that do not have suitable conditions and need to be cancelled, then there is a maximum of 90 days' gap permitted between the assessment days. Such postponement will need to be communicated with the assessor's National Association Coaching Manager. If the gap is longer than the 90 days, a full assessment will need to be rearranged.

Assessor Responsibilities

On all British Canoeing assessments, Providers 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 Syllabus and Assessment Notes, and making reliable judgments about candidates' 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, whilst being able to see and hear the candidate at work.
- Giving and recording evaluative feedback as soon as possible.
- Confirming success to the candidate as soon as they have demonstrated competence against all of the specified outcomes.
- Agreeing further action with the candidate where appropriate.
- Conducting assessment in a way that upholds the equal opportunities principles specified by British Canoeing; assessors must ensure that it is only the candidates' skills, knowledge, understanding and competence that have a bearing on assessment results, which should not be influenced by any other factors. No candidate must be either discriminated against or given an unfair advantage.
- Maintaining accurate and verifiable assessment records for each candidate.
- Fulfilling British Canoeing administration requirements.
- Follow the British Canoeing Guidance on Reasonable Adjustments to the Assessment Process where candidates find the assessment methods difficult.

In order to achieve uniformity of assessment standards, careful attention should be paid to the definitions in the qualification and awards supporting documentation. All Providers must be fully familiar with the Syllabi and Assessment Notes for the qualification or award concerned.

Providers 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 program.
- The relevant assessment criteria.
- The assessment methods.
- When candidates will receive feedback.

Main Competencies Expected of Assessors

As a minimum, assessors should meet the following requirements:

- Be able to demonstrate technical competence in the discipline concerned.
- Be able to demonstrate competence in the assessment of the syllabus.
- Be able to use plain language which is free from bias and appropriate to our paddlesport qualifications.
- Be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.

Appendix 1

BRITISH CANOEING LEADERSHIP AWARD COURSES		
British Canoeing Paddlesport Leader Assessment	1 x Paddlesport Leader Provider	1 Day: Minimum 1. Maximum 2 2 Day: Minimum 3. Maximum 4
Moderate Water Leader Training	Registered Moderate Water Leader Provider (in relevant discipline)	Maximum 6
Moderate Water Leader Assessment	2 x Registered Moderate Water Leader Providers (in relevant discipline)	Maximum 8
Advanced Water Leader Training	Registered Advanced Water Leader Provider (in relevant discipline)	Maximum 4
Advanced Water Leader Assessment	2 x Registered Advanced Water Leader Providers (in relevant discipline)	Maximum 8
BRITISH CANOEING SAFETY AND RESCUE TRAINING COURSES		
Foundation Safety and Rescue Training	FSRT Provider	Maximum 6
White Water Safety and Rescue Training	WWSR Provider	Minimum 4; Maximum 6

Advanced White Water Safety and Rescue Training	AWWSR Provider	Minimum 3; Maximum 6
Advanced Surf Safety and Rescue Training	ASSR Provider	Maximum 4

Ratios will depend on the award being delivered, as well as the environmental context. All instructors, coaches and leaders are encouraged to make themselves aware of the suggested ratios when working in such environments. For confirmation, please refer to the Environmental Definitions document: <https://www.britishcanoeingawarding.org.uk/guidance-documents/>

BRITISH CANOEING COACHING AWARD COURSES		
British Canoeing Paddlesport Instructor course	1 x Paddlesport Instructor tutor 1:6 For courses with 7-12 candidates: 1 x Paddlesport Instructor tutor AND 1 x Paddlesport Instructor tutor OR 1 x Aspirant Paddlesport Instructor tutor	Minimum 4 Maximum 12
British Canoeing Coach Award Core Coach Training	Staffing Ratio: 1:4 1 x Coach Award Core Training tutor For courses with 5 to 8 candidates, the second member of staff needs to be: • Coach Award Core Training Tutor, OR • Aspirant ¹ Coach Award Core Training Tutor, OR • Discipline Specific Training Tutor	Minimum 4 Maximum 8

<p>British Canoeing Coach Award Discipline Specific Training</p>	<p>Staffing Ratio: 1:4</p> <p>1 x British Canoeing Coach Award Discipline Specific Training Tutor, in the relevant discipline.</p> <p>For courses with 5–8 candidates, the second member of staff can be an aspirant¹ Coach Award Discipline Specific Training Tutor, in the relevant discipline.</p>	<p>Minimum 2 Maximum 8</p>
<p>British Canoeing Coach Award Assessment</p>	<p>1 x British Canoeing Coach Award Assessor, in the relevant discipline.</p>	<p>Minimum 1 Maximum 2</p>
<p>British Canoeing Performance Coach Core Training</p>	<p>1 x Performance Coach Core Training Director</p> <p>Plus either 1x Performance Coach Core Training Director, or 1x Performance Coach Core (Temporary) Tutor</p> <p>(two members of staff are required on all courses)</p>	<p>Minimum 6 Maximum 12</p>
<p>British Canoeing Performance Coach Discipline Specific Training</p>	<p>1 x Performance Coach Discipline Specific Training Director</p>	<p>Minimum 2. Maximum 4 (Maximum 6 in Wild Water Racing, Slalom, Racing, Freestyle, Polo)</p>

	With 5-8* candidates, the second member of staff can be a Discipline Specific (Temporary) Tutor in the relevant discipline. (*7-12 in Wild Water Racing, Slalom, Sprint, Marathon, Freestyle, Polo)	
British Canoeing Performance Coach Assessment	1 x Performance Coach Discipline Specific Assessment Director	Minimum 1 Maximum 1
	Assessors can assess with the support of a Director (qualified in the same discipline). The Director may be assessing another candidate based from the same location, or be present to support the Assessor at the start of the assessment, and again prior to debriefs.	
BRITISH CANOEING NAVIGATION AND TIDAL PLANNING MODULES		
Coastal Navigation and Tidal Planning	Registered Coastal Navigation and Tidal Planning Tutor	Maximum 12
Open Water Navigation and Tidal Planning	Registered Open Water Navigation and Tidal Planning Tutor	Maximum 12
SUPPORTING MODULES		
British Canoeing Foundation Modules	Registered Tutor	Minimum 4 Maximum 20
British Canoeing Intermediate Modules	Registered Tutor	Minimum 6 Maximum 12
British Canoeing Discipline Support Modules	Registered Director	Minimum 4 Maximum 12 (If working with more than 8,

		technical support is required from a discipline specialist).
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