

BRITISH CANOEING AWARDING BODY COMMITTEE – MEETING #19
ON 15 AUGUST 2018 AT 10:00AM
AT BRITISH CANOEING, NATIONAL WATER SPORTS CENTRE,
NOTTINGHAM NG12 2LU

MINUTES

1. Attendance and Apologies

In attendance: Stephen Scorer (SS), Graham Lyon (GL), Heather Venis (HV), Lee Pooley (LP), Karen Bagshaw (KLB)

2. Chair's Welcome and Opening Remarks

LP welcomed everyone to the meeting.

It has been an extremely busy year and time is moving fast. There is a large agenda for this meeting but it did make sense to move the November agenda items into this meeting.

The British Canoeing Board is happy with developments and the outcome of projects within the team (Personal Performance Awards and Level 1 Paddlesport Instructor). The pace of change has become apparent, especially in terms of coaching. At present, in draft the Coaching and Leadership 4-year plan has been adjusted with no planned regulatory projects for 2019 as it is felt that clubs, centres and members should have time to adjust to the changes implemented already. The Leadership review has been postponed until 2020. The Level 3 Performance Coach review will start in 2019 and will be an 18-month project. There will also be the addition of the Stand Up Paddleboard discipline to the Coach Award, and the addition of the Stadium Safety Award which will be directed at volunteers and parents.

When taking on new projects, it is important that we sustain the quality of the projects we have already completed and this has been noted.

Ofqual has contacted LP as they would like to arrange an informal meeting with BCAB. This meeting is not to check compliance but is seen as a relationship building exercise. Once the date is confirmed, LP will draft an Agenda.

3. **Declarations of Interest – New for 2018-19**

DOI documents were received from all BCAB Committee members. Digital copies have been saved with original copies given to Charmaine Gawler (PA to the Directorate).

4. **Minutes of the Previous Meeting – 19 April 2018 (#18)**

	Actions from 19 April 2018 meeting	Responsible person	Status	Notes
1	In the September 2017 Minutes, delete Awarding First from the organisation chart.	KLB	Completed 24.04.18	Condition A1
2	In the September 2017 Minutes, item 8 - Declarations of Interest - add 'ongoing' for conflicts of interest.	KLB	Completed 24.04.18	Condition A4
3	In September 2017 Minutes, page 8, item 11.1 - remove the word 'more' compliant and replace with 'remains'.	KLB	Completed 24.04.18	
4	BCAB Committee Minutes should be sent to Vasi Naidoo, Head of	KLB	Completed 24.04.18	

	Governance.			
5	Send channel process regarding contingency plan (radicalisation).	SS	Completed	Condition A6
6	Ask Finance Department for a breakdown of BCAB Committee costs for 2017-18.	KLB	Completed 24.04.18	
7	Committee members to consider who could be a suitable addition to the group.	All	In progress	
8	Committee members to draft a job description for the role at the next meeting.	All	In progress	
9	SAR refinement - include in internal BCAB meeting agenda.	KLB	Completed 24.04.18	
10	Take draft Paddlesport Instructor certificate to next BCAB Committee meeting. Include 'Assessed in [] craft'	KLB	Draft completed 02.05.18	
11	Bias template sheet to be sent to LP	HV	Completed	
12	Qualification review - challenges checklist for sign off should be implemented for the	LP	Completed	

	Paddlesport Instructor award.			
13	Challenge questions template to be sent to LP.	HV	Completed	
14	Send copy of DC April newsletter to BCAB Committee members for information.	KLB	Completed	
15	Ofqual Corporate Plan 2018-21 - locate this document and forward to LP.	KLB	Completed	
16	Moderation - there needs to be a trigger if a new member of staff/Centre Manager or change of qualifications occurs as this needs to be checked and balanced from start to finish.	All	Completed	Part of 2018 audit process. Already part of qualifications development review.
17	Put GDPR as an item on the next BCAB Committee agenda.	KLB	Completed 24.04.18	
18	Add BCAB GDPR statement to the current BCAB Data Protection Policy.	KLB	Completed 02.08.18	
19	Decide how long BCAB will keep personal information and put a	LP	Completed 02.08.18	BCAB website Privacy Centre now live.

	timeline on BCAB website. Add this information to the BCAB Data Protection Policy.			
20	Decide a verification process should someone want their data removed and deleted.	LP	Completed	This information is included in the BCAB Privacy Centre.

5. **Matters Arising (Not covered by the Agenda)**

Minutes of last meeting (19th April 2018):

Action 1: Page 3 – error with numbering – renumber – KLB.

Action 2: Remove next meeting date (November) – KLB.

Action 3: Add SAR links for General Conditions of Recognition (e.g. G6) to actions list – KLB.

6. **Awarding Body Administration**

6.1 BCAB Website

The website is developing with the addition of a Learner Zone is currently being considered. A Privacy Centre has been added which outlines GDPR and Data Protection policies and statements. A duplicate certificate request form has also been added which is proving popular. Feedback received is that this website provides a great visitor experience.

BCAB is using the portal system to communicate with Delivery Centres, with BCAB adding documents when required and vice versa.

News articles are regularly published on the BCAB website and, as a lot of providers use LinkedIn, Barry Wade (Head of Digital) is currently working through the process to link these newsletters automatically to the newly created BCAB LinkedIn account.

Action 4: Monitor visitor stats to the website and LinkedIn and include as a standard BCAB Committee agenda item – KLB.

6.2 Delivery Centre quarterly data collection

Data for 2018 Q2 has been received from all Delivery Centres via the BCAB website and passed to the Finance Department who will then take the data to the British Canoeing Board. This data gives a better understanding of Delivery Centres.

Action 5: Monitor Delivery Centre stats and include as a standard BCAB Committee agenda item. Link to Condition D3 in the Conditions of Recognition in the SAR document – KLB.

6.3 eCertificates

There have been no complaints regarding the issue of eCertificates and this process is working well.

7. Awarding Body Self-Assessment Review

7.1 SAR and Risk Register

This is an ongoing document. Internal BCAB meetings are minuted and include the SAR and Risk Register as a standard agenda item.

The British Canoeing Business Continuity Plan now includes BCAB and the revised document is a work in progress. This document has been revised by Urvasi Naidoo (Head of Governance and Compliance).

Action 6: KLB to include document in the SAR (Condition A6).

8. British Canoeing Coaching and Qualifications

8.1 Coach Award update and progress report – levelling exercise

Levelling exercises are completed using current Ofqual guidance. After three independent levelling exercises, the Coach Award came out at Level 3. It was agreed that after the Coach Award has been available for a year, feedback from the field will be requested. The Delivery Centre annual audits would be

a good opportunity to get feedback with regard to the qualification level.
BCAB Committee to discuss again after the audit meetings have taken place.

9. Awarding Body Work – Paddlesport Instructor Programme

The new qualification is what the industry needs: the ability to paddle safety in very sheltered water; enjoyment from getting people into sport (games with aims); the Just Add Water eBook which will be available upon registration.

An announcement took place in July 2018 which was very well received and resulted in 10,000 website hits in 48 hours. The project is on target with digital resources completed. There is an awareness that people do not always read documents so a balance with communications and marketing is taking place (there is a need to be able to make people aware that they can actually achieve the award in different crafts). The Committee were impressed with the launch video which was published as part of this announcement and thought that it was beneficial to have a visual.

This was a larger project than original thought but the feedback received has been positive and members are happy that their views have been listened to.

The Trainer orientation has been signed off with two people from each Delivery Centre nominated. Delivery Centre Managers will attend. LP and Lara Cooper will be delivering the sessions and these will take place on the 18th September 2018.

9.1 Progress report – supporting papers (circulated)

It is essential that the development of this project is transparent and LP said that the information that HV had sent him had been useful in writing a development document. Quantative and qualitative data is available upon request.

Once the Paddlesport Instructor Award has been available for one year, feedback on the levelling of the award will be requested. It is currently

thought that the Paddlesport Instructor Award which ran from January 2018 is set at a slightly higher level than Level 1. The Paddlesport Instructor and Coach Award qualifications are totally different products, whereas Level 1 and Level 2 are closely linked.

Moving forwards, it would be worth considering how assessors are trained. This could be an interesting piece of work in terms of assessment.

For future consideration, once a Paddlesport Instructor Award has been achieved, it may be possible to stay in the same environment but attend further learning experiences to expand the paddler's knowledge. This will be considered at a later date.

LP asked if there were any worries or alarm bells in relation to the new Paddlesport Instructor Award and were there any concerns about uploading the qualification to the Ofqual portal for January 2019? BCAB Committee members stated there were no concerns and they were happy for the upload to take place.

BCAB now intends to follow guidance issued by the British Dyslexia Association and is currently amending the Paddlesport Instructor resources to reflect this need. Amendments to other award resources will follow.

Action 7: Make reference to this work in the SAR document – KLB.

9.2 Ofqual level of qualification

When the Paddlesport Instructor Award has been operational for 12 months, IV Delivery Centres could undertake a levelling exercise.

9.3 Welsh language grant (2)

The second QiW Welsh language grant application had been successful and work will now commence to have the Paddlesport Instructor resources translated.

10. External Regulation

10.1 Ofqual compliance submission

No questions asked this year, only confirmation of compliance requested.

Action 9: LP to approve compliance statement on the Ofqual portal.

10.2 QiW compliance submission

Questions asked regarding Conflicts of Interest, Malpractice and Maladministration, and Arrangements for Reasonable Adjustments and Special Consideration. The BCAB Committee members discussed the draft compliance statement and made minor amendments where necessary, they then confirmed they were happy for the submission to be made.

Action 10: KLB to make the amendments and submit the statement via the QiW portal.

10.3 CCEA compliance submission

Questions asked regarding Face to Face Meetings with Centres, Assurance that Qualifications Comply with the Conditions (E5), Awarding Organisation activity (A1.5), and Design of Certificates. The BCAB Committee members discussed the draft statement and confirmed they were happy for the submission to be made to the CCEA.

Action 11: KLB to submit the statement via email to the CCEA.

The BCAB Committee agreed that there should always be an August meeting date arranged for the approval of compliance submissions.

11. External Verification

11.1 Delivery Centre Audits – progress and audit actions trackers

Delivery Centre audit dates are as follows:

BC 13th November 2018

CANI 9th November 2018

CW 28th November 2018

SCA 30th November 2018

Targeted areas: recruitment application, training and moderation of assessors. LP will be staying on for standardisation/orientation events after the audit.

There will be no audit visits in 2019 as it is intended to look at IV field visits to determine whether BCAB agrees with their IV process.

British Canoeing (England) has got 50 new providers recruited who are now working towards becoming operational. There will be a better gender balance and younger age group with this workforce.

Action 12: KLB to add to the SAR Risk Register.

Sampling plans have been received from all four Delivery Centres and uploaded to the BCAB website.

Looking at getting KLB trained up with regards to IV.

There had recently been a breach of the certification process. A certification request had been put through by British Canoeing in error. This matter was been dealt with appropriately and a written response had been received by BCAB outlining what action had been taken. From January 2019, user error should not occur as the process will be electronic. As a result of this error, the process has now been reviewed and strengthened.

12. The Wider Environment

12.1 UK Coaching/CIMSPA – professional standards

LP attended the UK Coaching Conference. UK Coaching is phasing out UKCC which will be replaced by professional standards (the letter received from UK Coaching had previously been distributed to Committee members for information). A meeting had been held with CIMSPA who invited BCAB to be an early adopter. CIMSPA will also be meeting with the IOL. LP thinks that professional standards for coaching would be great if done properly. BCAB is currently adopting the correct process by levelling with Ofqual guidance, which will also be used during the Level 3 Performance Coach review. LP is

keeping in touch with Emma Atkins (Director of UK Coaching) to keep aware of developments.

13. Any Other Business

13.1 BCAB Committee member job description

A draft job description was discussed.

Suggested candidates:

SS suggested someone with mainstream education HE/FE experience would be appropriate as there may be a gap in this area.

HV thought that the future is with technology and an eLearning person may be better than an HE/FE person.

Action 13: LP/KLB to finalise the role description and application form and advertise the post via LinkedIn, the BCAB website and newsletters mid-September 2018. Role to be advertised for one month to see what interest it generates.

13.2 GDPR

BCAB Statements are available on the BCAB website and BCAB is compliant with the requirements. Delivery Centres have also provided BCAB with their own statements of compliance.

Action 14: Add reference to Privacy Centre in the SAR document – KLB.

13.3 BCAB Copyright and Trade Mark

Looking to make BCAB's copyright and trade mark more robust and it is proposed that a request form should be used by people wanting to use our documentation and logos.

Action 15: BCAB does not currently have a Trade Mark and Urvasi Naidoo (Head of Governance and Compliance) is taking responsibility for this.

Action 16: KLB to create an online request form.

14. Date of Next Meeting

10th December 2018, 10:00am, British Canoeing Offices, Nottingham