

BRITISH CANOEING AWARDING BODY COMMITTEE – MEETING #22

THURSDAY, 15 AUGUST 2019 AT 10:00AM

BRITISH CANOEING, NATIONAL WATER SPORTS CENTRE, NOTTINGHAM NG12 2LU

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Graham Lyon (GL), Advisor
Heather Venis (HV), External Advisor
Ben Creed (BC), Advisor
Lee Pooley (LP), BCAB Responsible Officer
Karen Bagshaw (KB), Qualifications Administrator

Apologies: Stephen Scorer (SS), Chair

2. WELCOME AND OPENING REMARKS

LP welcomed everyone to the meeting. The British Canoeing Awarding Body (BCAB) Committee introduced themselves to a new member, Ben Creed (BC).

LP stated that the organisation is going from strength to strength and we are now in planning for 2020, with an emphasis on clubs and centres, as part of our 4-year 'Stronger Together' strategy.

ACTION 1: Add International delivery to November 2019 meeting agenda – KB.

3. DECLARATIONS OF INTEREST

None declared.

ACTION 2: BC to complete Declarations of Interest form – KB to send.

4. MINUTES OF PREVIOUS MEETING – 9 MAY 2019 (#21)

Meeting Date	Action	Responsible Person	Date Completed
09.05.19	Action 1: Look into producing a report showing a hit-count on BCAB Minutes from the website.	KB	Completed
09.05.19	Action 2: Completion dates need to be added to the meeting Minutes 12.02.19 for the following: Page 2 - date on number 4. Page 3 - date Ofqual Compliance declared.	KB	Completed 14.05.19
09.05.19	Action 3: Once Action 3 has been completed, add the detracted Minutes to the BCAB website for public viewing.	KB	Completed 15.05.19
09.05.19	Action 4: For BCAB Committee meetings, KB to produce a report detailing the following: Most visited pages (top 10) and number of Downloads from the website.	KB	Completed
09.05.19	Action 5: KB to add the BCAB Conflict of Interest Policy to the website.	KB	Completed 16.05.19
09.05.19	Action 6: Course fees are currently not shown on the BCAB website. It was agreed that a published invoicing document should be added to the BCAB website, written by LP	LP/KB	Completed 03.06.19
09.05.19	Action 7: It is probable that, in the future, the Paddler Zone and Provider Zone areas of the website will be merged and the search function upgraded. LP to discuss with the Head of Digital.	LP	Completed
09.05.19	Action 8: Registration, Training and Certification data would be useful for the BCAB Committee to see. KB to bring the above data to the next meeting.	KB	Completed
09.05.19	Action 9: KB to ensure that Committee members have access to the SAR via the Google Team Drive and to ensure this is noted within Condition A5 of the SAR.	KB	Completed 29.07.19
09.05.19	Action 10: Add a statement on the BCAB website regarding associated course costs.	KB	Completed 03.06.19
09.05.19	Action 11: Ensure there is a rationale behind the pricing structure, with clear and easy to find information.	LP	Completed 03.06.19
	Action 12: Make stats available for the next BCAB Committee meeting which shows which disciplines are popular.	KB	Completed
09.05.19	Action 13: LP to invite a Committee member applicant initially for a telephone conversation and then to the next Committee meeting if	LP	Completed 17.05.19

	appropriate.		
09.05.19	Action 14: Ofqual Consultation event, April 2019. The Committee should produce a collective response to Ofqual reflecting its views. Due back 22.05.19.	All	Completed 16.05.19
09.05.19	Action 15: Ofqual is considering whether awarding bodies should regulate all assessments. Add to Risk Register as Amber.	KB	Completed 16.05.19
09.05.19	Action 16: Ofqual is considering whether awarding bodies should regulate all assessments. Make CSG aware of this at its next meeting.	LP	Completed 09.07.19
09.05.19	Action 17: HV to contact the former CEO Chartered Institute of Auditors, to introduce her to LP.	HV/LP	HV messaged but no response
09.05.19	Action 18: SS to find out if there is a cost involved in having Chartered Membership.	SS	Delay until 2020
09.05.19	Action 19: LP to take Chartered Membership to the CEO for consideration.	LP	Delay until 2020
09.05.19	It was agreed by the Committee that Condition H2 would be reviewed. Action 20: KB to add this as an Agenda item.	KB	Completed

The Minutes of the previous meeting (9 May 2019) were agreed as accurate with the exception of the following amendments:

Action 11: Carry forward to next meeting to be revisited.

Action 15: Amend 'regulate' to 'moderate'

Action 17: Gail Easterbrook is the 'former' CEO.

Actions 18 and 19: In the absence of SS, it was agreed by BCAB Committee to put Chartered Status on hold until 2020.

Page 1: Item 2 – omit 'Chair' from the title.

Point 6.1: Audit/assessment data. Revisit in next meeting.

Page 10: Last paragraph – amend 'regulate' to 'moderate'.

Page 11: Paragraph that reads "It is a requirement that providers attend a moderation event every three years" should be reworded to include correspondence and webinars and state that "moderation should be attended every three years as a minimum".

Page 12: Reference to the CEO of The Chartered Institute of Auditors and should be amended to state 'former'.

5. MATTERS ARISING (Not covered by the Agenda)

Business Continuity Plan

LP stated that the Business Continuity Plan is near to completion. HV stated that it would be useful to have an action plan if certificates were unable to be emailed or, for duplicates, printed and posted. LP confirmed that KB is able to work remotely from home should access to the office be limited. GL stated that the BCAB Committee needs to focus on specific risks and factor these in to the Plan.

6. BRITISH CANOEING COACHING AND QUALIFICATIONS

6.1 Update and progress report

The **Level 1 Paddlesport Instructor Award** continues to grow from strength to strength. In England alone, up to May 2019, more certificates were awarded than for the whole of 2018 and this has exceeded numbers ever recorded for Level 1 certification. There could be numerous reasons for this, e.g. the qualification review, a newly recruited workforce, better communications, etc.

The **Level 2 Coach Award** has been expanded to include Stand Up Paddleboard (SUP) and now has 22 pathways. Providers for the SUP Award were trained up in July and the course is now available to paddlers, with the first courses registered for the end of August.

The Working Group for the **Level 3 Performance Coach** review is now in the process of designing the Award and some documents have been written, with the Course Guide currently in draft form but almost complete. A pre/pre-release is being sent to stakeholders (National Association Delivery Centres) giving advanced notice of developments. A three-day training event has been scheduled for February 2020.

eLearning resources are very popular and, so far, has an uptake of 31,000. This figure indicates that we need to continue with eLearning.

The **Discipline Technical Groups** act in an advisory capacity only, helping to design awards. They now follow a newly published Terms of Reference document. Stand Up Paddleboard is now included within the White Water Safety and Rescue Training programme.

Paddle-Ability has new videos and resources.

Regulated award resources now comply with **Dyslexia** guidelines.

The **BCAB Malpractice and Maladministration policy** has been updated.

The **Performance Coach Welsh Language grant** has been approved by QiW.

The **Coaching and Leadership Conference** will take place on the 23rd and 24th November at Eastwood Hall, Nottinghamshire – all welcome. Further details:

<https://www.britishcanoeing.org.uk/coaching-leadership/coach-conference>

6.2 CSG/Awarding Body paper

The Coaching Strategy Group (CSG) had requested information about BCAB alignment and had asked that it be included in their meeting Agenda. At this meeting the function of the BCAB Committee was established and it was explained by GL why it is crucial to the organisation. This explanation enabled CSG to fully understand where responsibility landed and they were comfortable with the workings of BCAB and the Coaching Department.

6.3 New Head of Governance

The new Head of Governance will work three days per week. LP had already met with her to discuss BCAB matters. NS will be invited to the next BCAB Committee meeting in November.

6.4 LP's role

This has now changed. LP continues to be Head of Coaching and Qualifications but has taken on the World Class Coaching Development Programme which involves podium, podium potential and talent coaches. The team is currently advertising for two new Coach Developers whose roles will be to ensure we are aligned across performance and talent pathways.

7. AWARDING BODY ADMINISTRATION

7.1 BCAB website, including visitor statistics

Quarter 1 and 2 stats for 2018/19 were shown to the Committee.

ACTION 3: BCAB Committee members to give some thought to which stats they would like to see that will be of use. To discuss at the November meeting.

ACTION 4: In future, KB to provide stats for BCAB Committee members prior to meetings.

7.2 Delivery Centre quarterly data – 2nd quarter and comparison to 2018

Quarter 1 and 2 stats for 2018/19 were shown to the BCAB Committee. CANI had expressed a concern initially but growth had been indicated in the quarterly returns.

With regards to certification, there is now a clear indication that candidates are going through to assessment. A report showing popularity by discipline was shown to the BCAB Committee.

7.3 Quarterly reporting mechanism to gather data for Delivery Centres

There is a clear growth in the take-up of qualifications and this gives confidence in stability.

8. AWARDING BODY SELF-ASSESSMENT REVIEW

8.1 Self-Assessment Register (SAR) and Risk Register

The SAR continues to be an organic, working document and gives guidance in terms of compliance.

ACTION 5: HV to advise KB to ensure supporting documents are in the correct sections of the SAR.

ACTION 6: Add reference to Delivery Centre Quarterly Reporting form to Condition A8 in the SAR – KB.

ACTION 7: Funding for resources is sat with BCAB, not the Delivery Centre. KB to clarify this in the SAR.

The BCAB Committee decided that the external quality assurance role, currently in need of formalisation, should not be marked as 'red' in the Risk Register.

8.2 Focus on Condition H2

A lot more evidence available:

- Sampling strategy plus standardisation evidence for Delivery Centres;
- Coaching Administration Group meeting Minutes and Agendas;
- Sampling plans are uploaded onto the Delivery Centre portals by themselves which includes a rationale as to why they have developed the plan;
- Guidance on sampling plan assessments is available in the Delivery Centre portals;
- Note of further verification checks. Policies as to why BCAB conducts audits;
- EQA visits and how we report on them;
- Sampling and standardisation taking place;
- Delivery Centre Agreement document;
- Assessors and Tutors have individual role specifications;
- Competence for IV and EVs.

9. AWARDING BODY WORK

9.1 Performance Coach – update and progress

An overview of the Performance Coach review was given. The November 2019 BCAB Committee meeting will be a prime time to look at the draft assessment and learning outcomes.

A core review group had met for a two-day meeting which included discussions regarding the vision for the Performance Coach. It was decided that anyone working in any environment could be classed as a high performing coach. The pathways will be the same

as for the Level 2 Coach Award. The portfolio requirement would be removed. Accredited Prior Learning will play a big part. WHO-WHAT-HOW.

The Programme will look very different:

- discussion will take place initially to ascertain if a candidate is suitable for the programme;
- registration;
- a two-day programme based around high performing coaching;
- three mentored sessions (Delivery Centres will have trained mentors);
- candidates will be able to purchase additional mentoring if required;
- ongoing support from the digital coach self-analysis tool and digital library;
- prior to assessment, the candidate will have a final, mentored session to determine if they are ready;
- providing that all prerequisites are in place, the assessment will be taken over one day.

The practical assessments will take place in a normal working environment. A one-to-one discussion will take place at the beginning of the assessment and a minimum of three hours' coaching will be observed (this can be split up across the day for slalom paddlers). Delivery Centres will be responsible for who leads on the assessment.

The outcome of the review was presented to CSG who approved its content. A levelling exercise will be conducted at a later date.

HV asked how the application of a body of knowledge and the way to get the best out of candidates would be assessed. LP stated that background work will already have been undertaken before assessment, with verbal questioning taking place. The training and orientation for new Assessors needs to include guidance on how they can acquire relevant information and answers during conversations in a way that does not involve the use of leading questions. Mentors will be required to attend a three-day training event and then BCAB will hand responsibility over to the Delivery Centre. LP showed the BCAB Committee the project plan.

10. EXTERNAL REGULATION

10.1 Statements of Compliance submission – Ofqual, QiW, CCEA

Example Statement:

- We are fully compliant with all of the CCEA Regulation GCoR.
- We have no cause to believe that we are likely to fail to comply with any of the CCEA Regulation GCoR within the next 12 months.
- We are not fully compliant with all of the CCEA Regulation GCoR and have indicated such non-compliance in section 2.
- We are likely to be non-compliant with some or all of the CCEA Regulation GCoR within the next 12 months and have indicated likely non-compliance in section 3.

Ofqual SOC

Submitted via the Ofqual portal. No questions to answer apart from indicating whether we are compliant or non-compliant.

QiW SOC

The first draft was discussed with suggestions made for additions/amendments.

ACTION 8: KB to revise draft as appropriate.

CCEA SOC

The first draft was discussed with no suggestions made for additions/amendments.

The deadline date for submissions is 30 September 2019. If SS is unable to approve the SOC's, GL agreed to review and approve on his behalf.

10.2 Update on Ofqual consultation – where we are to date?

The three bodies responsible for regulating qualifications in, respectively, Northern Ireland ([CCEA Regulation](#)), England (Ofqual) and Wales ([Qualifications Wales](#)) on Friday, 2 August 2019 launched [a joint consultation on proposals to revise their respective Conditions of Recognition](#) – the rules governing the qualifications and organisations each regulate.

The consultation responds to feedback gathered through a number of reviews recently undertaken, including Qualifications Wales' review of its Standard Conditions of Recognition and Ofqual's call for evidence on the availability of fee information.

A key change proposed by all three regulators relates to the Conditions governing the qualification fee information awarding organisations must provide to purchasers. The regulators believe it is important that the prices charged for qualifications represent value for money, are transparent to all users, publicly accessible and clear to the purchasers of those qualifications, such as schools or colleges. They propose changes to strengthen their rules in this area.

Other proposals in the consultation include revisions to a range of Conditions, including those governing the role of the Responsible Officer, recognition of prior learning and issuing results.

The majority of the proposed changes are designed to improve the clarity and structure of their rules, make definitions easier to access and bring them up to date, for example in respect of data protection law, without changing the expectations placed on the organisations regulated.

The consultation includes a small number of proposals for revisions to the Conditions of just one or two regulators. These have been kept to a minimum and in most cases occur where policy or legislative contexts mean alignment is not possible or does not apply.

The consultation is open for 12 weeks, until 25 October 2019, and awarding organisations, professional bodies, education leaders, schools and colleges who operate across the three jurisdictions are encouraged to give their views.

A Regulated and Non-Regulated Course Fees document is available on the BCAB website.

ACTION 9: LP to respond to the consultation by 25 October 2019.

ACTION 10: Other proposals in the consultation include revisions to a range of Conditions, including those governing the role of the Responsible Officer, recognition of prior learning and issuing results. The Committee to review these proposals at the next meeting.

10.3 International declaration

Ofqual has requested a requirement to provide Non-UK certifications data next year and declare anyone outside the UK who is going to take an overseas qualification.

- A requirement to provide Other UK regions' data;
- A new field on the Register that shows whether an awarding organisation is 'willing to offer' a qualification internationally.

The Awarding Body currently reports on certification for overseas candidates on a quarterly basis. The new field 'willing to offer' will need to be completed.

11. THE WIDER ENVIRONMENT

11.1 Publication of Qualifications Wales Monetary Penalties Policy

A monetary fine and/or suspended Awarding Body status will be incurred if awarding organisations intentionally demonstrate malpractice. This would be considered as gross non-compliance. This policy has been noted.

12. ANY OTHER BUSINESS

12.1 Launch of joint Regulator consultation on proposed changes to the General Conditions

Awarding Bodies should have much more transparency regarding fees and charges. This matter has been discussed previously within the BCAB Committee. A regulated and non-regulated course fees document appears on the BCAB website and LP stated that we need to continue to be open and transparent. LP plans to respond to the consultation which closes on 25th October 2019.

12.2 Chartered Membership

In the absence of SS, it was agreed to delay Chartered Membership until 2020.

12.3 Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) – mapping professional standards

LP and KB had recently met with CIMSPA. In an open and transparent discussion, LP wanted to ensure we would be ready should we need to commit to professional standards.

CIMSPA offered the assistance of their team who will visit British Canoeing offices to undertake a non-committal mapping exercise with KB. This will be arranged.

13. DATE OF NEXT MEETING

5th November 2019 – 10:00am

National Water Sports Centre, Nottingham