

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #23**

**05 NOVEMBER 2019 – 10:00–15:00**

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

**MINUTES**

**1. ATTENDANCE AND APOLOGIES**

**In attendance:** Steve Scorer (SS), Chair  
Graham Lyons (GL), Advisor  
Heather Venis (HV), External Advisor  
Ben Creed (BC), Advisor  
Lee Pooley (LP), BCAB Responsible Officer  
Karen Bagshaw (KB), Qualifications Administrator

**Apologies:** None

**2. CHAIR'S WELCOME AND OPENING REMARKS**

LP welcomed everyone to the meeting.

Congratulations go to GL who is being recognised for his outstanding contribution to British Canoeing Coaching over the last 50 years! It is hoped that his award will be presented to him at the 2019 Coaching Conference.

**3. DECLARATIONS OF INTEREST**

A completed Declarations of Interest form was received from BC, otherwise there were no amendments to the existing ones.

#### 4. MINUTES OF THE PREVIOUS MEETING – 15 AUGUST 2019 (#22)

Action	Actions from August 2019 meeting	Responsible person	Status
1	Add International delivery to November 2019 meeting Agenda.	KLB	Completed 02.09.19
2	BC to complete Declarations of Interest form - send.	KLB	Emailed to BC 17.10.19
	<p>The Minutes of the previous meeting (9 May 2019) were agreed as accurate with the exception of the following amendments:</p> <p><b>Action 11:</b> Carry forward to next meeting to be re-visited - pricing structure.</p> <p><b>Action 15:</b> amend 'regulate' to 'moderate'</p> <p><b>Action 17:</b> Gail Easterbrook is the 'former' CEO.</p> <p><b>Actions 18 and 19:</b> In the absence of SS, it was agreed by the Committee to put Chartered Status on hold until 2020.</p> <p><b>Page 1:</b> Item 2 – omit 'Chair' from the title.</p> <p><b>Point 6.1:</b> Audit/assessment data. Revisit in next meeting.</p> <p><b>Page 10:</b> Last paragraph – amend 'regulate' to 'moderate'.</p> <p><b>Page 11:</b> 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".</p>	KLB	Completed

	<b>Page 12:</b> Gail Easterbrook is the former CEO of The Chartered Institute of Auditors and should be amended accordingly.		
3	<b>Action 3:</b> The Committee to give some thought to which stats they would like to see that will be of use. To discuss at the November meeting.	All	In progress
4	<b>Action 4:</b> In future, KLB to provide stats for Committee members before meetings take place.	KLB	Ongoing
5	<b>Action 5:</b> HV to advise KLB to ensure supporting documents are in the correct sections of the SAR.	HV/KLB	In progress
6	<b>Action 6:</b> Add reference to Delivery Centre Quarterly Reporting form to Condition A8 in the SAR.	KLB	Completed 02.09.19
7	<b>Action 7:</b> Funding for resources is sat with the Awarding Body, not the Delivery Centre. Clarify this in the SAR.	KLB	Completed 02.09.19
8	<b>Action 8:</b> QiW SOC. The first draft was discussed with suggestions made for additions/amendments. Revise draft as appropriate.	KLB	Completed
9	Update on Ofqual consultation – where we are to date? <b>Action 9:</b> LP to respond to consultation by 25 October 2019.	LP	Completed
10	<b>Action 10:</b> 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.	All	In progress

**Page 4:** The Committee would like to view the British Canoeing Business Continuity Plan.

**ACTION 1:** KB to add to the Agenda for the next Committee meeting.

**Page 5:** Refers to qualification resources as 'Dyslexic-friendly'. It was considered by Committee members that these documents should be referred to as resources for people with 'Specific Learning Difficulties, to include Dyslexia'.

**ACTION 2:** KB to update documents with the new terminology as appropriate.

**Page 6: Impact on resourcing due to LP's role change (Condition A5.2a)**  
LP's role now requires less external commitments.

**ACTION 3:** LP and KB to draft up a role descriptor for an external examiner and circulate to the Committee for approval at the next meeting. Once approved, the role can be advertised.

**Page 7: Focus on Condition H2.** This was a really useful exercise and will now appear as a standard agenda item to review other Conditions.

**Page 12:** Type CIMSPA in full, then abbreviate (Chartered Institute for the Management of Sport and Physical Activity).

**ACTION 4:** KB to amend.

Chartered Status submission. SS reported that there is no cost attached when applying for Chartered Status.

#### **4.1 BCAB Committee - Meetings Action Tracker**

This is reviewed by LP and KB at BCAB internal meetings and updated on a regular basis.

**5. MATTERS ARISING (Not covered by the Agenda)**

No matters arising. LP and GL at a meeting of the Coaching Strategy Group on 12 November. Please let LP know if anything needs taking to this meeting.

**6. AWARDING BODY ADMINISTRATION**

**6.1 BCAB website update – new look and content**

LP gave a presentation of the new website. Some aspects of the original website had demonstrated more choice for learning but had also created some confusion. The 'Paddler Zone' and 'Provider Zone' sections were not being used as first thought, with paddlers clicking into the wrong areas. These sections have now been changed to 'Award Documents' and 'Learning and Development', and include a new Self-Analysis Tool and Digital Library. It should be noted that Ricky Snodgrass, Digital Education Solutions Lead, has produced an exceptional piece of work.

**6.2 Delivery Centre quarterly data – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> quarter 2019, plus comparison to 2018 for Regulated qualifications**

The maximum growth area has been with the Level 1 Paddlesport Instructor Award and we should see a significant increase this year.

This year's Delivery Centre (DC) Audit will indicate whether DCs have enough Providers to cover these qualifications. If the assessing team is increasing, so should the IV team/deployment.

**ACTION 5:** For future Committee meetings, KB to show registrations and certifications by means of a graph showing the upward trend.

**7. AWARDING BODY SELF-ASSESSMENT REVIEW**

**7.1 SAR and Risk Register**

The SAR is an ongoing document for self-assessment and is reviewed monthly. Items on the Risk Register were discussed as follows:

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

This is ongoing and will probably not be removed from the risk register for the next couple of years. It has been made clear to DCs that their support in this area should not just be about the new Providers, it should be for existing Providers too as experience does not necessarily mean accuracy. The results of the 2019 DC audits will be reported to the Committee at the next meeting to determine any risks and what BCAB needs to stipulate. It is a requirement for Awarding Organisations to monitor conflicts of interest and this area will need to be reviewed.

2. Ofqual is considering and consulting on quality assurance visits/interventions which take place every year. The approach that BCAB currently adopts is verification, but in 2019 is moving towards moderation out in the field. BCAB should be aware of the financial implications that this could have and that the smaller DCs may suffer financially.

The Ofqual consultation has now closed with further consultation during November. Awarding Organisations have to make sure they have appropriate controls in place; EQA visits, Centre Assessment Scrutiny Strategy (CASS). The 2020 Statement of Compliance will require a statement on this topic so it is essential that BCAB has a policy that demonstrates what it is doing and has a strategy document for each regulated qualification.

**ACTION 6:** LP to submit a response to Ofqual.

**ACTION 7:** HV to send the 'Centre Assessment Standards Scrutiny' (CASS) link to Committee members.

**ACTION 8:** KB to check the Ofqual website frequently for developments.

3. If a DC outsources its services, would this be an indication that BCAB cannot access funds?

There has been no further progress towards amalgamation. Currently BCAB is drawing down funding from QiW for Welsh translations but this is from a direct fund for the learners, not the DC.

4. The External Quality Assurance (EQA) role needs formalising as LP is intending to eventually stand down. This would be a paid role. One concern is that the development of a more trusting workforce may be lost should a new person struggle to answer difficult questions. The new EQA could accompany LP on his visits as this would be a good training opportunity. Determine whether there are any suitable candidates from the BCAB Committee member application process. If not, then advertise for an EQA.

**ACTION 9:** LP/KB to compose a role document to discuss at the next BCAB meeting.

5. Ofqual is considering how they will require awarding bodies to monitor centre based assessment.

**ACTION 10:** This can now be removed from the Risk Register – KB.

6. Qualifications Wales Monetary Penalties Policy

This penalty will be due to a risk of non-compliance and letters of rebuke and fines could be received. If an investigation takes place, the Awarding Organisation could be charged a fee.

**ACTION 11:** LP and GL to make the Coaching Strategy Group aware of this risk.

**ACTION 12:** KB to be more descriptive of the control methods in the right hand column of the risk register.

Risks are escalated to the Head of Governance if felt appropriate.

## **8. BRITISH CANOEING COACHING AND QUALIFICATIONS**

### **8.1 Update and progress report (September 2019 reporting paper)**

LP gave a summary of the reporting paper and talked in more detail about the Performance Coach review. The launch date for Performance Coach Award has now been rescheduled to June 2020.

LP shared the learning outcomes and assessment criteria for the Performance Coach. Once feedback and approval from BCAB Committee has been received, a levelling exercise will take place. It is really important that when DCs start to recruit mentors, facilitators and assessors, this is about the sophistication of the coach, not about dealing with high level athletes; it can be a high performing coach working with novices in sheltered water.

Managing criteria, interventions, allocation of a mentor and presentation before practical assessment; this will be mapped out when these will be assessed and how they will be recorded.

**ACTION 13:** Include the design criteria of the CASS strategy in the new awards.

Recruitment of Providers – 53 applicants being shortlisted today.

Two new eLearning packages, 'Mentor' and 'Coach Developer', are now available free of charge.

## **9. AWARDING BODY WORK**

AB internal meetings are held every month. Enhanced verification has now been implemented.



### **9.1 Enhanced verification implementation**

This process has now been implemented.

**ACTION 14:** Report outcomes back to the next Committee meeting – KB.

### **9.2 2019 Audits for Delivery Centres**

There will be a paper-based audit for 2019 but it will be face to face next year.

The Audit form had been emailed to Delivery Centres on 05 November.

**ACTION 15:** The Committee to look at the outcomes of the audits once completed.

Moving forwards, the Committee thought it may be beneficial to collect data on ethnicity.

### **9.3 Level 2 Coach Award SUP Welsh translation**

The new Welsh translated Stand Up Paddleboard Coach Award resources have now been uploaded to the BCAB website.

## **10. EXTERNAL REGULATION**

### **10.1 Ofqual Consultation**

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.

**ACTION 16:** The Committee to review these proposals at the next meeting.

### **PROPOSALS AT A GLANCE:**

**Transparency of qualification fees** – Completed.

**Invoicing of qualification fees** – DCs are invoiced on a quarterly basis on the data they submit.

**Change of control** – It is the responsibility of an NGB to ensure any changes in leadership or ownership transition smoothly. This is very unlikely to affect BCAB.

**ACTION 17:** Reference to the above should be included in the Governance Handbook and Business Continuity Plan. LP to discuss with DJ, CEO.

**Conflict of interest and personal interest – Declarations of Interest**

This will have an impact on policy and procedure for Centre delivery.

**ACTION 18:** LP and KB to discuss at the next AB internal meeting and implement changes to the existing DOI form to make it clearer.

**Management of incidents** – If an incident occurs, ensure that BCAB is considerate of the guidance issued by Ofqual.

**Role of the Responsible Officer** – Ensure that the Responsible Officer has authority.

**Use of units developed by third parties** – This does not apply to BCAB.

**Recognition of prior learning** – The Accredited Prior Learning scheme is available to all learners.

**Special Consideration** – This is for unforeseen events that occur just before, or at the time of, assessment.

**ACTION 19:** LP and KB to amend the Special Considerations Policy to include a paragraph relating to an unforeseen event occurring during an assessment.

**Issuing results** – Not applicable to BCAB.

**Use of independent reviewers in appeals** – This process is already in operation.

**Improving understanding of the Conditions** – Ofqual will be moving the language structure within their Conditions, this will mean renumbering the Conditions on existing BCAB resources.

**ACTION 20:** KB to amend as appropriate.

**Keeping the Conditions up to date** – Ofqual will update Conditions as appropriate.

**Insolvency** – Wales only.

**Change of control** – Wales only.

**Use of revised from time to time** – Wales only.

The outcome of the Ofqual consultation is due during December 2019 and may be implemented by September 2020. BCAB should wait for the outcome of the consultation and review again.

**ACTION 21:** The Condition to focus on at the next Committee meeting will be C2 – Arrangements with Centres. The Delivery Centre Agreement may need revising (in the context of CASS) to reflect any amendments. KB to add to the meeting Agenda.

## **11. THE WIDER ENVIRONMENT**

**11.1 UK Coaching/Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) – professional standards update and progress report**

Two meetings had been held with CIMSPA, the second being a mapping exercise. Continuation of the mapping exercises for the Level 1 Paddlesport Instructor Award and Level 2 Coach Award qualifications will continue.

**ACTION 22:** At the next meeting, report to the Committee on the progress/outcome of the mapping exercises.

## **12. ANY OTHER BUSINESS**

**12.1 Action 5 from Committee meeting dated 15 August 2019** - HV to advise KB to ensure supporting documents are in the correct sections of the SAR. **ACTION 23:** HV/KB to arrange.

### **12.2 Future Statements of Compliance**

Ofqual would view the main British Canoeing Board members as being the Governing Body and may therefore expect the Chair of the British Canoeing Board and Responsible Officer to authorise and sign the Statements of Compliance.

**ACTION 24:** LP to take this to the Coaching Strategy Group and then the British Canoeing Board.

**ACTION 25:** KB to add this to the Risk Register.

## **13. DATE OF NEXT MEETINGS**

Thursday, 27<sup>th</sup> February 2020. 10:00-15:00

Tuesday, 25<sup>th</sup> August 2020. 10:00-15:00

Tuesday, 15<sup>th</sup> December 2020. 10:00-15:00