

**BRITISH CANOEING AWARDING BODY COMMITTEE - MEETING #24****01 APRIL 2020 – 10:00–15:00****ONLINE****MINUTES****1. ATTENDANCE AND APOLOGIES**

**In attendance:** Lee Pooley (BCAB Responsible Officer)  
Steve Scorer (BCAB Chair)  
Graham Lyon (BCAB)  
Ben Creed (BCAB)  
Heather Venis (External Advisor)  
Nancy Squires (Head of Governance and Compliance)  
Karen Bagshaw (Qualifications Administrator)

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

LP welcomed everyone to the first online meeting of the BCAB Committee. Everyone's patience was appreciated due to rearrangement and remote working. A shortened Agenda had been sent out.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest declared.

**4. MINUTES OF PREVIOUS MEETING – 05 NOVEMBER 2019 (#23)**

Action	Actions from November 2019 meeting	Responsible person	Status
1	The Committee would like to view the British Canoeing Business Continuity Plan. Add to the next meeting Agenda.	KB	Completed
2	Page 5 in the previous meeting Minutes refers to qualification resources as 'Dyslexic-friendly'. It was	KB	Completed

	considered by the Committee members that these documents should be referred to as resources for people with 'Specific Learning Difficulties, to include Dyslexia'. Update documents with the new terminology as appropriate.		
3	Page 6 in the previous meeting Minutes. Impact on resourcing due to LP's role change (Condition A5.2a). LP's role now requires less external commitments. Draft up a role descriptor for an external examiner and circulate to the Committee for approval at the next meeting.	LP/KB	Completed
4	Page 12 in the previous meeting Minutes. Type CIMSPA in full, then abbreviate.	KB	Completed 08.11.19
5	Show registrations and certifications by means of a graph.	KB	Agenda
6	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. LP to submit a response to Ofqual.	LP	Completed
7	Send the 'Centre Assessment Standards Scrutiny' (CASS) link to Committee members.	HV	Completed
8	Check the Ofqual website frequently for developments.	KB	Ongoing
9	EQA role. Compose a role document to discuss at the next Committee meeting.	LP/KB	Ongoing
10	Ofqual is considering how they will require awarding bodies to monitor centre based assessment.	KB	Completed. Minutes amended

	Remove from the SAR Risk Register.		as per comment below.
11	Qualifications Wales Monetary Penalties Policy. Make CSG award of this risk.	LP/GL	Completed
12	Be more descriptive of the control methods in the action column of the SAR Risk Register.	KB	Completed 19.11.19
13	Include the design criteria of the CASS strategy into the new awards.	LP	Agenda
14	Enhanced Verification. Report outcomes to next Committee meeting.	KB	Agenda
15	2019 Delivery Centre audits. The committee to review the outcomes of the audits once completed.	KB	Agenda
16	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. The Committee to review these proposals at the next meeting.	ALL	Agenda
17	NGB change of control. It is the responsibility of an NGB to ensure any changes in leadership or ownership transition smoothly. Reference to this should be included in the Governance Handbook and Business Continuity Plan.	LP	Ongoing
18	Conflict of Interest and Personal Interest - DOIs. Discuss at next AB internal meeting and implement changes to the existing DOI form to make it clearer.	LP/KB	Completed
19	Special Consideration. Amend the Special Considerations Policy to include a paragraph relating to an unforeseen event occurring during an assessment.	LP/KB	Completed 19.11.19
20	Improving understanding of the Conditions - Ofqual will be moving the language structure within their Conditions, this will mean renumbering the Conditions	KB	Ongoing

	on existing BCAB resources. Amend as appropriate.		
21	The Condition to focus on at the next Committee meeting will be C2 - Arrangements with Centres. Add to the next meeting Agenda.	KB	Agenda
22	CIMSPA mapping exercises. Report to the Committee at the next meeting.	LP/KB	Awaiting CIMSPA feedback
23	HV to advise KB to ensure supporting documents are in the correct section of the SAR.	HV/KB	Ongoing
24/25	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. LP to take this to the Coaching Strategy Group and then the British Canoeing Board. KB to add this to the Risk Register.	LP/KB	Added to Risk Register

Page 7, Item 5 of the Minutes dated 5 November 2019 should read 'Ofqual is considering how they will require awarding bodies to monitor centre-based assessment.'

**ACTION:** KB to amend.

Once the above amendment had been made, BCAB Committee members were happy to approve these Minutes as a true and accurate record.

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

The Actions Tracker was visited by all Committee members. There were no questions or observations regarding its present currency.

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

None.

## **6. AWARDING BODY ADMINISTRATION**

### **6.1 New Policies and Guidelines**

Five new BCAB policies had been written by the BCAB Responsible Officer:

#### **i) BCAB Qualifications Delivered Overseas Policy**

This policy applies to tutors and assessors running BCAB regulated courses overseas. The Moderation process remains the same for these providers as that currently in place for the United Kingdom. At present there are no overseas Delivery Centres operating.

It should be noted that BCAB currently reports to Ofqual on certification which takes place overseas.

BCAB Committee members approved the above policy.

#### **ii) BCAB Recruiting and Registering Learners onto Qualifications Policy**

This policy provides more clarity to ensure learners access the most appropriate course.

#### **iii) BCAB Committee Recruitment and Monitoring Policy**

This policy outlines the procedure undertaken if there is a shortage of Committee members.

**ACTION:** LP to add a statement with regard to candidates having to meet the suitability criteria for senior officers (Condition A1.4).

After the above statement has been added, BCAB Committee members are happy to approve the policy.

**iv) BCAB Collaborative Arrangements for the Delivery of Vocational Qualifications Policy**

The Performance Coach qualification is scheduled to launch on 29<sup>th</sup> June 2020.

This new award will require more collaborative working between Delivery Centres in the UK as they will have the ability to bring candidates together in cohorts. This policy ensures that Delivery Centres are aware of their responsibilities. After careful consideration by all members of the BCAB Committee, it was agreed that the following amendments to this policy should take place:

**ACTION:**

- 1<sup>st</sup> paragraph, 2<sup>nd</sup> line – amend to say BCAB Regulated qualifications;
- Page 2 – state joint responsibility for delivery arrangements (not quality assurance);
- Add a statement – Delivery Centres must ensure they follow and understand their obligations stated in the Delivery Centre Agreement;
- Remove ‘Lead Centre’ as all Delivery Centres are equal in their responsibilities and delivery arrangements.

**v) BCAB Review of Assessment Criteria and Learning Objectives Policy**

After careful consideration by all members of the BCAB Committee, it was agreed that the following amendments should be made:

**ACTION:** Include a statement regarding fitness for purpose;

**ACTION:** ‘Review methods/layered approach’ needs more explanation;

**ACTION:** Delivery Centre feedback – more clarity required;

**ACTION:** Include a statement on focus, content, assessment criteria, purpose, quality assurance arrangements (Conditions D1, D3 and G1). Make reference to the Conditions within the text.

## **6.2 Delivery Centre Name Change (England)**

Darryll Shaw, British Canoeing Coaching and Partnership Manager, had expressed a wish to change British Canoeing’s name (England) to ‘Paddles Up’. This will provide more clarity

for members/learners. Work is currently underway to achieve this. After discussion, BCAB Committee members stated it is crucial that:

- learners who are currently registered on courses with 'British Canoeing' are awarded a 'British Canoeing' certificate upon completion and not a 'Paddles Up' certificate;
- The English Delivery Centre signs a new Delivery Centre Agreement under its new name;
- BCAB has assurances that British Canoeing will update its resources within timescales set out by BCAB.

**ACTION:** LP to compose a letter to Darryll Shaw, British Canoeing, outlining the above requirements.

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

### **7.1 SAR and Risk Register**

Nancy Squires, Head of Governance, joined the meeting.

The BCAB Committee works on an organic basis which checks and challenges its processes and thinking and this approach currently works well.

### **7.2 Considerations from Ofqual Report**

Ofqual had highlighted a weakness in the signing off of BCAB's annual Statements of Compliance and that a method of checking and challenging the submission reports should be adopted prior to submission. Ofqual requested that final sign-off should be undertaken by the British Canoeing Board. It was also requested that submission should be made with little or no time lag between authorisation and submission. This requirement was discussed at length between BCAB Committee members and Nancy Squires, Head of Governance, and the following was agreed:

**ACTION:** BCAB Committee will ensure that, after approval by BCAB Committee members and the BCAB Committee Chair:

- The Government and Risk Committee (a sub-Committee of the British Canoeing Board) check and challenge Statements of Compliance;

- The British Canoeing Board approves final sign-off before submission to the regulators
- British Canoeing Chair to sign annual Statement of Compliance and future compliance declaration.

It is crucial to get the timescales correct for each Statement being reviewed. The Government and Risk Committee meets early July. The British Canoeing Board meets in September.

**ACTION:** LP to amend the BCAB Statement of Compliance policy to outline the process and timeline for Statement submissions moving forwards. Once amended, this document is to be sent to BCAB Committee members and NS for comment and approval.

It should be noted that, due to the Coronavirus pandemic, the Regulators have stated that there is no requirement to submit Statements of Compliance this year. It was agreed by all members of the BCAB Committee that, although this is not a requirement this year, in September 2020 it will submit a statement to the Government and Risk Committee, stating compliance and future compliance for the next 12 months.

The Ofqual report also stated that the Minutes of the August 2019 meeting did not state that BCAB Committee had given its approval to submit the compliance submissions. BCAB stated that this was because the BCAB Chair was not present at the meeting due to ill health, therefore approval could not be sought. Due to the Chair's absence, a telephone discussion was arranged and took place between the BCAB Responsible Officer and BCAB Committee Chair to obtain approval for the Statements. Approval was then secured.

**ACTION:** KB to be more explicit in the Minutes and include names and dates where items are approved or not.



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

### **8.1 Performance Coach Qualifications Development – levelling exercise**

The Performance Coach qualification has been developed over a two-year period. The workforce has been designed, recruited and trained. The new qualification will be launched on 29<sup>th</sup> June 2020. Welsh language documents are currently being translated.

The four independent levelling exercises undertaken had indicated that the Performance Coach is a Level 4 qualification. This Level 4 levelling would require an adjustment to the Guided Learning Hours stated. BCAB Committee members all agreed this outcome. As a result, the Level 2 Coach Award may also need to be revisited.

**ACTION:** An application to Ofqual for a Level 4 Qualification Accreditation Number (QAN) will be made by LP and KB.

**ACTION:** KB to ensure the Welsh language translation documents state the correct level.

**ACTION:** Add a competence framework document to the BCAB website – LP/KB.

## **9. EXTERNAL REGULATION**

### **9.1 QiW – further evidence required from annual statement of compliance**

QiW had requested further evidence from the 2019 annual Statement of Compliance. LP had responded, resulting in the line of enquiry being closed.

**ACTION:** Moving forwards, more evidence to be submitted in support of Statements.

In addition to QiW requesting further information, LP and KB had held a telephone interview with the CCEA who had picked 21 AOs to look at how Delivery Centres in Northern Ireland become approved centres. Prior to this meeting, CCEA were sent the CANI Delivery Centre Approval document from 2007 and the current CANI Delivery Centre Agreement. BCAB stated that it was not intending, at the present time, to invite applications from other centres to apply for centre approval.

CCEA then arranged a visit to CANI and, prior to this visit, LP spent some time supporting CANI in preparation. CCEA then held a meeting between Rodger Hamilton, CANI

Responsible Officer. RH was asked to rate BCAB in terms of their support to CANI; a rating of 9/10 was given. The outcome of this meeting was positive. CCEA will publish their report in due course.

## **9.2 Centre Assessment Standard Scrutiny**

CASS is due by September 2021. LP has been working on this requirement and has produced a BCAB policy. Each regulated qualification has a separate CASS.

**ACTION:** LP to send documents to BCAB Committee members for comment.

**ACTION:** HV to send a useful checklist document to LP which may help in the creation of these documents.

HV stated that it is important to take into consideration the new Conditions which come into effect on 1<sup>st</sup> October 2020, especially with regard to:

- Special conditions, which contains new definitions.
- Condition F1 – Publication of Fees.
- Malpractice and Maladministration – the deadline for this has been extended to May 2020 so it is a requirement before October.

It is important to look at these policies and procedures if BCAB is to be compliant moving forwards.

**ACTION:** LP and KB to review and cross check to ensure we are compliant.

## **10. ANY OTHER BUSINESS**

In 2003, due to the outbreak of Foot and Mouth Disease the BCU could not run any courses and temporarily closed. A guidance document reflecting an impact assessment and lessons learned was produced which may be of use during the current Coronavirus COVID-19 outbreak.

**ACTION:** KB to retrieve this document from the archives if possible.

During the Coronavirus COVID-19 outbreak, Ofqual is mindful that AOs may put some staff on furlough, reducing their capacity to operate as normal. It would be useful at this time to consider the dependencies BCAB has on other teams within the organisation and what impact this could have if these members of staff were furloughed (Condition A5.2a).

**11. DATE OF NEXT ONLINE MEETING**

7<sup>th</sup> May 2020

2:00-4:00pm

**ACTION:** KB to send GoToMeeting invitation.