

BRITISH CANOEING AWARDING BODY COMMITTEE MEETING #25
07 MAY 2020 – 2:00-4:00PM
ONLINE

MINUTES

1. ATTENDANCE AND APOLOGIES

In attendance: Steve Scorer (BCAB Chair)
Graham Lyons (BCAB)
Heather Venis (BCAB External Advisor)
Ben Creed (BCAB)
Lee Pooley (BCAB Responsible Officer)
Karen Bagshaw (Qualifications Administrator)

2. CHAIR'S WELCOME AND OPENING REMARKS

LP welcomed everyone to the second online meeting of the BCAB Committee since the Government's Coronavirus lockdown.

Although some members of British Canoeing staff had voluntarily furloughed, it was business as usual but with no coaching activity. British Canoeing is currently awaiting guidance from the Government with regard to the restrictions on outside activities being eased.

The current forecast indicates that paddlers will probably not look at their development straight after restrictions are lifted. It has been forecast that coaching will not recover completely until the end of 2022.

There has been significant pressure from the regulators to continue awarding qualifications. A consultation from Ofqual stated that they would like to see as many people as possible achieve their qualifications in the summer months.

Ofqual, QiW and CCEA have made the following requests:

- Ofqual have been really supportive, although their timelines are tight. The data they have requested has been uploaded by LP but they have requested further clarification and this is required by 11th May 2020;
- An event notification has been submitted to QiW;
- The CCEA is following the same format as Ofqual and will request data.

There has been an increased workload for BCAB since the Government's lockdown was introduced, with requests from regulators and Delivery Centre communications. In recent weeks, a lot of guidance has been issued by BCAB and Home Nation Delivery Centres. BCAB is keeping up to date with their requests but cannot run assessments or predict their outcomes due to safety implications.

3. **DECLARATIONS OF INTEREST**

Nothing to report.

4. **MINUTES OF PREVIOUS MEETING – 01 APRIL 2020 (#24)**

Action	Actions from April 2020 meeting	Responsible person	Status
1	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.'	KB	Completed
2	BCAB Committee Recruitment and Monitoring Policy	LP	Completed

	LP to add a statement with regard to candidates having to meet the suitability criteria for senior officers (Condition A1.4).		
3	<p>BCAB Collaborative Arrangements for the Delivery of Vocational Qualifications Policy</p> <ul style="list-style-type: none"> i) 1st paragraph, 2nd line – amend to say BCAB Regulated qualifications; ii) Page 2 – state joint responsibility for delivery arrangements (not quality assurance); iii) Add a statement – Delivery Centres must ensure they follow and understand their obligations stated in the Delivery Centre Agreement; iv) Remove ‘Lead Centre’ as all Delivery Centres are equal in their responsibilities and delivery arrangements. 	LP	Completed
4	<p>BCAB Review of Assessment Criteria and Learning Objectives Policy</p> <ul style="list-style-type: none"> i) Include a statement regarding fitness for purpose; 	LP	Completed

	<p>ii) 'Review methods/layered approach' needs more explanation;</p> <p>iii) Delivery Centre feedback – more clarity required;</p> <p>iv) 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.</p>		
5	LP to compose a letter to Darryll Shaw, British Canoeing, outlining the requirements that need to be met once the Delivery Centre name change has taken place.	LP	Completed
6	<p>BCAB Committee will ensure that, after approval of the annual Statements of Compliance by BCAB Committee members and the BCAB Committee Chair:</p> <ul style="list-style-type: none"> The Government and Risk Committee (a sub-Committee of the British Canoeing Board) check and challenge Statements of Compliance; 	LP/KB	Completed

	<ul style="list-style-type: none"> The British Canoeing Board approves final sign-off before submission to the regulators. 		
7	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.	LP	Completed
8	KB to be more explicit in the Minutes and include names and dates where items are approved or not.	KB	Ongoing
9	An application to Ofqual for a Level 4 QAN will be made by LP and KB.	LP/KB	Agenda Item 8.1
10	KB to ensure the Performance Coach Welsh language translation documents state the correct level.	KB	Ongoing
11	Add a competence framework document to the BCAB website – LP/KB.	LP/KB	Ongoing
12	Moving forwards, more evidence to be submitted in support of Statements of Compliance.	ALL	Completed
13	LP to send CASS documents to BCAB Committee members for comment.	LP	Completed
14	HV to send a useful checklist document to LP which may help in the creation of CASS documents.	HV	Completed

15	LP and KB to review and cross check Regulators Conditions to ensure we are compliant.	LP/KB	Ongoing
16	2003 BCU Foot and Mouth guidance document. KB to retrieve this document from the archives if possible.	KB	Unable to locate
17	7 th May 2020 2:00-4:00pm KB to send GoToMeeting invitation.	KB	Completed

5. MATTERS ARISING (Not covered by the Agenda)

Meeting Minutes dated 01 April 2020

The Minutes from the previous meeting (1st April 2020 #24) were agreed as an accurate record with the exception of the following amendments:

Page 4: New policies – approval by BCAB – Overseas and Committee recruitment.

Page 8: Refer to 'QAN' in full (Qualification Accreditation Number).

Page 10: Any Other Business. Add more clarity. Include impact assessment and lessons learned.

ACTION 1: KB to make the above amendments.

Business Continuity Plan

This had not yet been discussed by the BCAB Committee as it had been omitted from the shortened meeting agenda. It is important not to miss any omitted items from future meetings.

ACTION 2: KB to cross-check the 01 April 2020 Agenda for the items removed from its original format. These items to be added to the Agenda for the next meeting.

6. AWARDING BODY ADMINISTRATION

6.1 Revisit New Policies and Guidelines

- **Statement of Compliance Policy**

After discussing this policy with Nancy Squires, Head of Governance and Compliance, LP had spoken with David Joy, BC Chief Executive Officer, to make him aware of developments. It was agreed that the frequency of issues being escalated to the Governance and Risk Committee will be ongoing throughout the year and they will appear as a standard agenda item on their agenda.

ACTION 3: LP to add a reference to the Governance and Risk Committee standard agenda item to the policy document.

ACTION 4: If the BCAB Committee wants to elevate an issue to the risk register, this will then be seen by the Governance and Risk Committee, followed by the British Canoeing Board if applicable. LP to include a paragraph within the policy stating this.

ACTION 5: With regard to formal sign-off of the compliance submission, after the BCAB Committee Chair has approved the compliance statement, the Governance and Risk Committee will sign off the document at its July meeting. LP to update the policy to state that final sign-off is made by the Chair of the British Canoeing Board.

When the above additions/amendments have been made, BCAB Committee members agreed that the policy should be made 'live'.

- **Review of Assessment Criteria and Learning Objectives Policy**

The amendments made to the above policy had been reviewed by members of the BCAB Committee and these were approved and agreed as correct. No amendments were requested.

- **Collaborative Arrangements for Delivery Centres Policy**

This policy had been written due to paddlers within National Associations having to wait two years in some cases to access Level 3 Performance Coach Training. Delivery Centres are now working collaboratively.

Currently, no collaboratively arrangements are in place for assessments and LP requested clarity and advice from BCAB Committee members on this. Under the UK Agreement, candidates have to register for Training with their Home Nation Delivery Centre and this was agreed by BCAB Committee members. With regard to Assessments, it would be the responsibility of the Delivery Centre in which the assessment takes place to ensure the required standards are adhered to.

ACTION 6: LP to add the above to the Delivery Centre Agreement and ensure that Delivery Centres are made aware of the amendment. This would result in there being no need to have a separate policy document.

7. EXTERNAL REGULATION

7.1 Centre Assessment Standard Scrutiny

LP's response to the CASS document for the three regulated qualifications had been sent to BCAB Committee members for review and

feedback. These documents have not been shared with Delivery Centres. The following observations were made:

ACTION 7: LP to amend the documents to include the terminology 'moderation' as well as 'standardisation'.

ACTION 8: Learner assessment verification. Currently waiting for the final document from Ofqual. Once guidance and requirements have been received, it is important to make sure details of the standardisation of assessors is covered. LP to stipulate 'online' and 'face to face' events have to have elements of standardisation.

ACTION 9: LP to make appropriate amendments, send to HV for comment and then seek BCAB Committee approval.

8. ANY OTHER BUSINESS

8.1 Performance Coach Award GLH and TQT

The BCAB Committee were asked to consider the 49 hours' Guided Learning Hours (GLH) and 129 hours' Total Qualification Time (TQT) stated for this qualification were appropriate. The BCAB Committee agreed that they were.

ACTION 10: KB to upload the new Performance Coach Award details to the Ofqual portal.

8.2 Coach Award levelling – resubmission

There was an indication that the Level 2 Coach Award qualification was actually a Level 3 qualification and LP asked for guidance on amending an

award level. After consideration by the BCAB Committee, the following actions were agreed:

ACTION 11: To undertake a second levelling exercise with two new external people. Ben Creed volunteered to be one of the new people to undertake this exercise. The outcome will be discussed by the BCAB Committee.

ACTION 12: LP to put together a competency framework document for all regulated qualifications. This document to be completed before making any changes to the Coach Award qualification. Ben Creed volunteered to help with this.

9. DATE OF NEXT MEETING

7th July 2020

10:00-12:00pm

Online - GoToMeeting