

**Leadership and Raft Guide  
Awards  
Course Guide**



## **British Canoeing Awarding Body Leadership and Raft Guide**

### **Awards Course Guide**

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## **Introduction**

Welcome to the British Canoeing Awarding Body Leadership and Raft Guide Award Course Guide. This guide introduces you to the qualifications' content and structure.

For the purpose of this Course Guide, the term 'Leader' may be used to cover both Leadership and Raft Guide pathways.

### **Why choose a British Canoeing Awarding Body Qualification?**

- Our qualifications give hands on knowledge and competence to lead paddlesport activity,
- British Canoeing Awarding Body has over 40 years' experience providing paddlesport qualifications and awards,
- We aim to give you support and impartial advice whatever your experience, skills or specific needs,
- Our qualifications have been accepted as the industry standard for over 35 years,
- We aim to provide fit for purpose qualifications through a quality assured and cost-effective service,
- We are the only regulated Governing Body in the UK offering the Leadership and Raft Guide Awards.

British Canoeing Awarding Body Leadership and Rafting courses are delivered via Delivery Centres. The Delivery Centres are responsible for standardisation and Tutor recruitment to maintain standards and consistency.

### **British Canoeing Awarding Body Educational Philosophy**

British Canoeing Awarding Body believes in a participant led approach when creating and enabling experience from which people will enjoy, learn and develop through paddlesport. The Leadership and Raft Guide courses are designed to support Leaders to run safe, quality, enjoyable trips based on their group's needs and aspirations; in a way that is both supportive and empowering to the paddler. We

hope through this approach that paddlers will achieve success, this success being focused on the journey and not the destination.

As an aspirant Leader, your training/assessment experience should also be safe, engaging and enjoyable, with you guiding your own learning and development. Our Course Tutors should deliver the programme using a supportive and empowering approach to instil an active passion for both paddlesport and leading. Whilst meeting your individual needs, fostering a sense of a paddling community and developing understanding and respect for the environment in which paddlesport takes place.

## **The British Canoeing Awarding Body Leadership and Raft Guide Awards**

The Leadership and Raft Guide Awards are designed to support Leaders to run safe, quality, enjoyable trips based on their group's needs and aspirations. This includes single or mixed craft journeys, from sheltered water to advanced water, across all of the disciplines.

The following pathways are available:

- Paddlesport Leader (Kayak, Canoe, Stand Up Paddleboard, Multi Craft)
- Paddlesport Touring Leader (Kayak, Canoe, Stand Up Paddleboard, Multi Craft)
- Stand Up Paddleboard Sheltered Water Leader
- Stand Up Paddleboard Inland Open Water Leader
- Stand Up Paddleboard Tidal Leader
- Stand Up Paddleboard Coastal Leader
- Stand Up Paddleboard White Water Leader
- Canoe Open Water Leader
- Advanced Canoe Open Water Leader
- Canoe White Water Leader
- Advanced Canoe White Water Leader
- White Water Leader
- Advanced White Water Leader
- Sea Kayak Leader (non-tidal and tidal)
- Advanced Sea Kayak Leader (non-tidal and tidal)
- Surf Kayak Leader
- Advanced Surf Kayak Leader
- Stadium White Water Leader

### **Raft Guides**

- Stadium Raft Guide
- Raft Guide (Grade 2)
- Raft Guide (Grade 3)

- Raft Trip Leader (Grade 3)
- Raft Guide (Grade 4)
- Raft Trip Leader (Grade 4)

### **The Role of the Leader or Raft Guide**

The primary role of the Leader or Raft Guide is to lead, to supervise, or facilitate safe, quality, enjoyable trips/sessions based on their group's needs and aspirations. Safety, quality and enjoyment will primarily be achieved through choice of venue, equipment and leadership strategies that match the group's specific needs. The awards do not include progressive coaching of technical skills but focus on learning through experience.

The purpose of the trips/sessions may be wide ranging. For example:

- to support an educational experience; e.g., school or outdoor education activity,
- to support a social experience; e.g., club activity, social celebrations,
- for travel/exploration; e.g., to access or visit special places,
- to support an opportunity to practice or train; e.g., staff training or club activity,
- to support unstructured participation; e.g., free play,
- to provide the opportunity to try a new activity; e.g., guided trips.

We anticipate that the qualification is likely to be used by:

- Leaders in clubs,
- Leaders for Providers/centres who offer paddlesport activity,
- Commercial paddlesport guides,
- Leaders within schools, Duke of Edinburgh, Youth Groups, Uniform groups, etc.

One of the main responsibilities of a Leader is to use their skills and judgement to select appropriate trips/sessions for the paddlers they work with. These decisions will be based on their own abilities and skills, and the profiling of their group's needs and aspirations.

## Further information

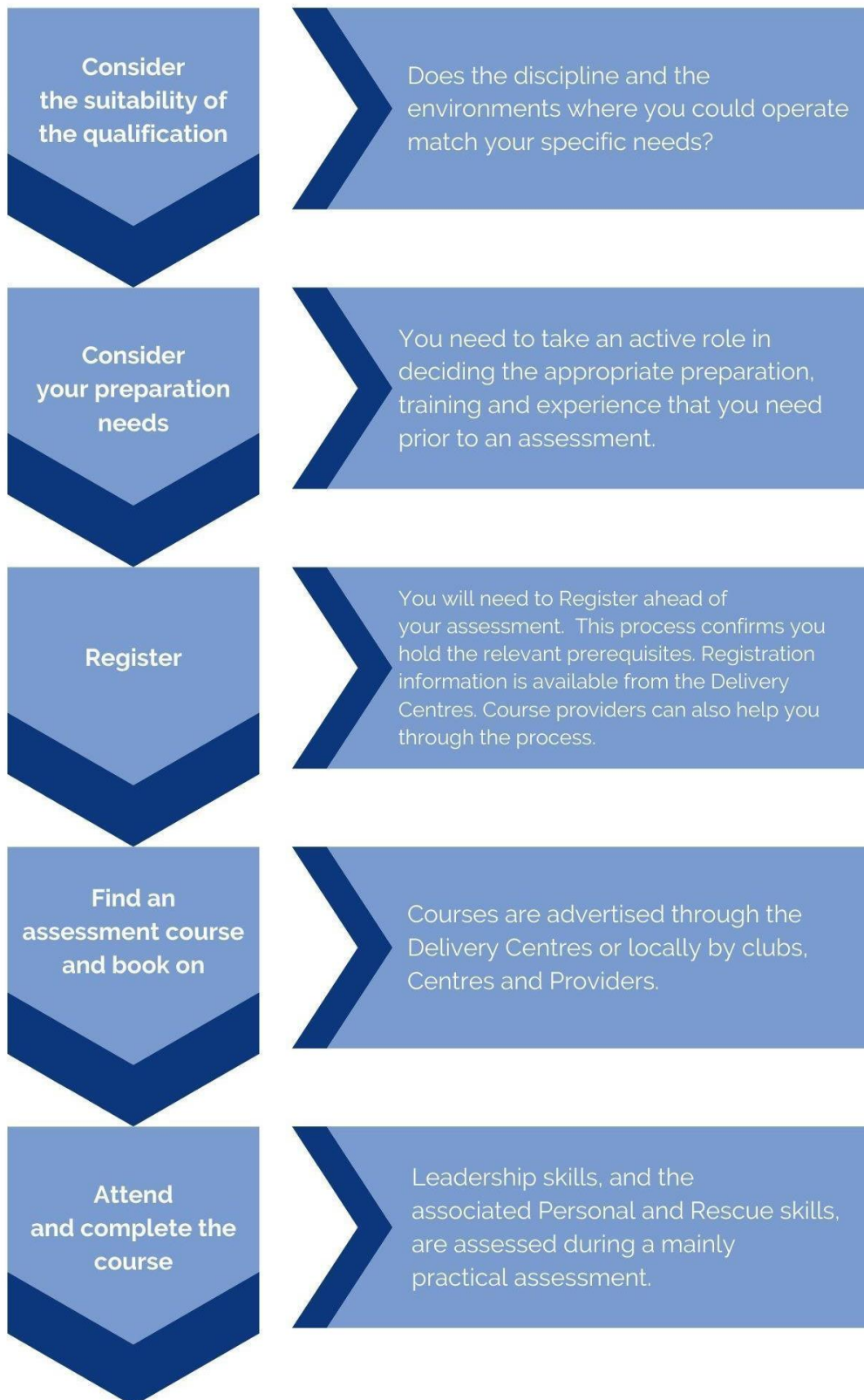
The 'Leadership and Raft Guide Assessment Guidance', specific to each pathway, provides full details of the assessment criteria. A 'Skills Checklist' is available for each award, aimed at supporting a learner prior to an assessment, The 'Participant Focused Leadership Guidance' explores the British Canoeing Awarding Body Leadership Model, providing further clarity on the leadership principles, as well as the standard expected when leading paddlesport activity. The 'Leadership and Raft Guide Award Sample Programme' provides examples of 1 day and 2 day assessment outlines, as well as a 2 day Leadership training course programme. These are available to download from the [British Canoeing Awarding Body website](#).

## Remit - Where can the Leader operate?

British Canoeing Awarding Body recommends that the Leadership/Raft Guide Award is the right qualification for Leaders/Raft Guides working in the specific environment without supervision. The British Canoeing Awarding Body '[Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders](#)' provides further guidance on deployment **once qualified**. If you are ever unsure, please contact your Delivery Centre.

Whilst candidates under the age of 18 can follow some discipline specific pathways, note that they cannot be deemed responsible for leadership by law until they turn 18.

## The Leader and Raft Guide Pathway



## Preparation for Assessment

### Introduction

Informal learning, experience-based learning and an availability of individualised choices are important to developing skilled Leaders. To supplement this, British Canoeing Awarding Body provides quality training opportunities for those that seek them. It is important that you take an active role in deciding the appropriate preparation, training and experience that you need prior to presenting yourself for assessment. Guidance is offered below to help you construct this personalised development journey.

### Leader and Raft Guide Self-Analysis Tool

The British Canoeing Awarding Body Leader and Raft Guide self-analysis tool will aid you in identifying specific areas of development, helping you to plan your own unique learning journey. Based on your responses, you will be provided an indication of areas that you may need to consider for your development. [Click here](#) to access the Leader and Raft Guide Self-Analysis Tool.

### British Canoeing Awarding Body Training

British Canoeing Awarding Body Leadership and Raft Guide Training courses are available across all of the pathways to support you in your development of the required skills. These courses typically cover leadership skills and the associated personal skills, safety and rescue skills. As this training is delivered by British Canoeing Awarding Body Leadership and Raft Guide Tutors, they will also be able to help you identify an appropriate action plan to support your progress towards a successful assessment. This is the comprehensive option; courses are normally offered as 2-5 day programmes, with longer courses providing more time for you to practice and develop the skills.

You may also wish to consider the following more specific British Canoeing Awarding Body courses for some targeted development:

- British Canoeing Awarding Body Safety Training

- British Canoeing Awarding Body Navigation Training and associated modules
- Personal Skills Training with British Canoeing Awarding Body Personal Performance Awards
- British Canoeing Awarding Body Guide Modules

The Delivery Centres advertise these various British Canoeing Awarding Body courses in conjunction with Course Tutors. See the Delivery Centres websites for further details.

### **Other Training Opportunities**

You may wish to opt for more bespoke training opportunities. For example, private tuition, in-house training through your workplace, working alongside/shadowing other Leaders, or conference/symposium workshops. Many British Canoeing Awarding Body Leadership and Raft Guide Tutors are willing to offer bespoke training to individuals or groups of individuals. The benefit of working with a British Canoeing Awarding Body Leadership or Raft Guide Tutor is that they have explicit knowledge of the award requirements. However, there are a great many other experienced Leaders and Raft Guides who may be in a position to support your development; the Leadership and Raft Guide Assessment Guidance, available to download from the [British Canoeing Awarding Body website](#), can be used as a guide as to the skills required.

### **Experience**

Quality experience is critical to support the development of aspiring Leaders and Raft Guides. The demands encountered provide significant learning opportunities and the learning gained will inform sound leadership and guiding decisions in the future.

Consider the range of experience that you have in a variety of challenging and changeable environments. Whilst working within appropriate safety management systems, we advise that you have:

- Leading experience in a range of relevant craft, environments and conditions,
- Experience leading in both familiar and unfamiliar situations,
- Experience where you are acting as the main Leader or Raft Guide with the associated responsibilities,
- Experience working with a range of different people. For example; known and unknown participants with different needs and aspirations,
- Been observed leading and received useful feedback and support.

As a guide, candidates who are successful at assessment normally have a minimum of the following experience, gathered through a range of different environments:

- 12 trips/sessions as an active, capable member of a group,
- 12 trips/sessions acting as Leader or Raft Guide.

Candidates are not required to bring a downloadable logbook of experience to assessment. However, this can help the Assessor to understand the experience upon which the decision making is based. A downloadable logbook is available from the [British Canoeing Awarding Body website](#).

### **Self-Reflection**

Experience alone does not necessarily give rise to learning. Aspirant Leaders should pay critical attention to their experiences and actions, actively engaging in the process thoughtfully, to learn from and make sense of situations. This is considered to be one of the most important sources of personal development and improvement. Self-reflection involves looking back on past actions and events, taking a conscious look at emotions, experiences, actions and responses and using that information to affect future actions.

You are advised to bring any records of self-reflection to assessment. This provides the Assessor with valuable evidence that can support their assessment of your skills.

A Journey Planner and a downloadable Logbook is available from the [British Canoeing Awarding Body website](#).

## Final Checks Prior to Booking an Assessment

The 'Leadership and Raft Guide Assessment Guidance' for each pathway (available to download from the [British Canoeing Awarding Body website](#)) explains the standard required in detail, and provides a useful supplementary resource to help in your preparation. There is also a [Leader and Raft Guide Self-Analysis Tool](#) and 'Skills Checklist' that can be used as a self-profiling tool to help you evaluate if you are ready to put yourself forward for assessment. You may also wish to consider asking a third party to check your readiness for assessment; a Leadership or Raft Guide Tutor in the relevant discipline is well placed to offer this opportunity, and again the 'Leadership and Raft Guide Assessment Guidance' and 'Skills Checklist' can be used as a guide. We advise both self-assessment and any third-party advice sought is undertaken at least 3-months prior to assessment, and prior to making any commitment to an assessment. This will allow you the time to address any areas that may require further development.

## Assessment Registration and Prerequisites

Prior to attending a Leadership or Raft Guide assessment, you need to register with your Delivery Centre. We recommend you complete the registration process at least 2-weeks before your planned assessment. Evidence of the following is required:

- Full National Association Membership
- Valid (within 3 years) British Canoeing Awarding Body recognised First Aid Award
  - 1 day First Aid Award for Sheltered Water Environments
  - 2 day First Aid Award for Moderate and Advanced Environments
  - 2 day First Aid Award for Stadium Raft Guides and Raft Guides
  - 3 day First Aid Award for Raft Trip Leaders
- Valid (within 3 years) Safeguarding Training recognised by British Canoeing Awarding Body
- Safety Award for the following pathways –

**Canoe White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Advanced Canoe White Water Leader:** Advanced White Water Safety or Advanced White Water Safety and Rescue Training

**Sea Kayak Leader (non-tidal and tidal):** Coastal Navigation and Tidal Planning OR Weather, Tides, Surf and Swell and Navigation for Paddlers modules/[eLearning](#)

**Advanced Sea Kayak Leader (non-tidal and tidal):** Open Water Navigation and Tidal Planning OR Weather, Tides, Surf and Swell, Navigation for Paddlers and Open Crossings modules/[eLearning](#)

**SUP Tidal Leader:** Coastal Navigation and Tidal Planning OR Weather, Tides, Surf and Swell and Navigation for Paddlers modules/[eLearning](#)

**SUP Coastal Leader:** Coastal Navigation and Tidal Planning OR Weather, Tides, Surf and Swell and Navigation for Paddlers modules/[eLearning](#)

**SUP White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Surf Kayak Leader:** Surf Kayak Safety and Rescue

**White Water Leader:** White Water Safety or White Water Safety and Rescue Training

**Advanced White Water Leader:** Advanced White Water Safety or Advanced White Water Safety and Rescue Training

**Raft Guide (Grade 2):** White Water Safety, White Water Safety and Rescue Training or Rescue 3 WRT Award

**Raft Guide (Grade 3 & 4):** Advanced White Water Safety, Advanced White Water Safety and Rescue Training or Rescue 3 WRT Pro Award

**Raft Trip Leaders (Grade 3 & 4):** Advanced White Water Safety, Advanced White Water Safety and Rescue Training or Rescue 3 WRT Pro Award

### **Raft Trip Leaders**

Raft Trip Leader candidates require a British Canoeing Awarding Body Raft Guide Qualification

**Raft Trip Leader (Grade 3):** Raft Guide (Grade 3) or Raft Guide (Grade 4)

**Raft Trip Leader (Grade 4):** Raft Guide (Grade 4)

If you feel you already have the above experience, please see [Appendix 1](#) for further details about Accredited Prior Learning.

You must be aged 16 or over at the time of assessment, or aged 18 or over for advanced assessments. Candidates cannot be deemed responsible for leadership by law until they turn 18.

### **Assessment Courses**

The Delivery Centres advertise Leadership and Raft Assessment courses in conjunction with Leadership and Raft Guide Tutors. See the Delivery Centre websites for further details. The Leadership or Raft Guide Assessment will normally run over 1 or 2 days. This will depend on the course ratios and logistics relating to access to suitable environments.

## Assessment

In order to achieve the award, you need to show competence in the following elements:

- A. Participant focused leadership skills
- B. Personal paddling skills
- C. Rescue skills
- D. Underpinning background knowledge, understanding and experience

A summary of these areas follows below and further expanded upon in the 'Leadership or Raft Guide Assessment Guidance' for the relevant pathway.

**A. Participant Focused Leadership Skills** – During assessment, you need to show you have ability to lead safe, enjoyable, quality journeys based on the group's needs, abilities and aspirations, within the stated environments. This will include skilful application of leadership principles and strategies, judgement and decision making, safety awareness and risk management, group management, navigation, and the control and management of outcomes leading a group of real students.

Further guidance is available in the 'Participant Focused Leadership Guidance' document.

**B. Personal Paddling Skills** - You need the efficient and effective personal skills to facilitate safe, quality, enjoyable trips in the relevant environment. You will need to show the application of technical and tactical skills, the underpinning physiological attributes (e.g., fitness and mobility), psychological skills, and the judgement and decision making to perform safely and in control within the stated environments. As a guide, we would consider the relevant Personal Performance Awards to be a suitable measure of personal competence, see [Appendix 3](#) for further details.

**C. Rescue Skills** – To ensure your own safety and the safety of others, you need to show that you can deal with a range of rescue situations relevant to the craft used and the relevant environments. The emphasis is that you are an effective team Leader or Raft Guide; being able to look after yourself and others while paddling in the environments as stated.

**D. Underpinning Background Knowledge and Understanding** – A wide range of background knowledge and understanding is required to fulfil the leadership responsibilities, and to inform your judgements and decision-making. The assessment of this will be blended throughout the assessment programme, with questioning, discussion, specific tasks, and evidenced by the actions you take.

### **Assessment Venue**

Each candidate will be seen leading real students in appropriate environmental conditions for the award (as defined in [Appendix 2](#)).

### **Craft**

You can present for assessment in any craft that is safe and suitable for the remit of the award and the assessment tasks. Further details can be found in the relevant 'Leadership or Raft Guide Assessment Guidance'.

### **Equipment**

During the assessment, you are required to have the personal and group equipment to enable you to fulfil your leadership responsibilities. Any equipment borrowed for the purpose at the time of assessment will be treated as the Leader/Raft Guide's own.

### **Assessor**

British Canoeing Awarding Body Leadership or Raft Guide Tutor in the relevant discipline.

### **Incomplete Assessment Tasks**

If at the end of your assessment, you have not yet reached the standard required, your Assessor will help you to try and understand the areas where further development is required, and help you develop a suitable action plan to support your development.

You can present yourself for a future assessment when you feel that you are ready and have completed any action points identified at your previous assessment.

Candidates who are unsuccessful at assessment retain their evidence of registration to present at a future assessment if they wish to proceed. Initial registration is considered valid when accompanied by valid in-date first-aid training and safeguarding training, as well as full National Association membership; it does not otherwise expire.

### **Certification**

Successful completion of the assessment will result in a recommendation for you to get the relevant Leadership or Raft Guide Award. The Course Tutor will send your paperwork to their Delivery Centre for approval and certification.

## Supporting Policies

**Appeals:** If you think an assessment decision is incorrect, you have the right to appeal via your Delivery Centre. You should address queries, or register your intention to appeal, with your Delivery Centre within 30-days of the assessment decision. Extensions to this period are only made in exceptional circumstances.

**Complaints:** If you have a complaint about the way the course staff treated you, or the way the course was conducted, contact the relevant Delivery Centre.

**Equal Opportunities:** British Canoeing Awarding Body and the Delivery Centres are committed to ensuring access to, and fairness in, assessment for all candidates regardless of their race, ethnic or national origin, gender, sexual orientation, disability, age, marital status, social class, political or religious beliefs and affiliations or other personal or professional characteristics which are acknowledged to have no bearing on assessment, while also safeguarding the integrity of its qualifications. The 'Equal Opportunities for Access and Fairness in Assessment Policy' is available from your Delivery Centre.

**Reasonable Adjustments:** The British Canoeing Awarding Body 'Reasonable Adjustments Policy' describes how assessment can be amended for learners with disabilities and other difficulties. If you are likely to find the assessment methods difficult, you must discuss any concerns with your Delivery Centre. The Delivery Centre will make sure you are assessed in a suitable manner in line with the policy. The Delivery Centre will be familiar with these guidance notes and can help you understand them if necessary.

**Malpractice:** Malpractice is not tolerated. Any suspected malpractice on the part of candidates, Tutors, or any others involved in providing the British Canoeing Awarding Body Qualifications, must be reported to the relevant Delivery Centre. Anyone who fails to report suspected malpractice will be investigated and may be subject to disciplinary action. Moreover, there will be a full investigation into all

instances of alleged or suspected malpractice whenever they have grounds to doubt the integrity of the assessment process and/or the legitimacy of claims for certification and will take such action, with respect to the candidates and/or centres concerned, as is necessary to maintain the integrity of the relevant qualifications.

## Once Qualified

After you have achieved your Leadership or Raft Guide Award, we hope you get out and enjoy using your skills! The qualification enables you to work in suitable paid or voluntary roles.

## Deployment

We recommend that the Leadership and Raft Guide Award is an appropriate qualification for Leaders or Raft Guides working independently within appropriate safety management systems. If you are working within someone else's safety management systems (e.g. in a Club or Centre), it is important that you are familiar with their operating and risk management procedures as these will impact on how you go about your leadership role. Your own judgement and decision making ability are also critical in providing high quality, safe experiences for your group. One of your main responsibilities is to use your skills and judgement to select appropriate environments/locations for paddlers with a range of experience; linked to your own abilities and skills.

## Minimum Standards of Deployment

We recommend the following as appropriate minimum standards of deployment for Leaders and Raft Guides:

- Current and relevant first aid training
- Current and relevant safeguarding training
- Liability insurance (included with National Association membership)
- Commitment to continual professional development
- Maintenance of currency in personal skills, safety and rescue skills and leadership skills

The ['British Canoeing Awarding Body Environmental Definitions and Deployment Guidance for Instructors, Coaches and Leaders'](#) provides further guidance on the deployment of British Canoeing Awarding Body qualified Coaches and Leaders. If you are ever unsure, please contact your Delivery Centre.

## **First Aid Training**

British Canoeing Awarding Body believes that first aid is an essential skill for all Leaders and Raft Guides, and that they have a duty to maintain a current first aid award to ensure they can look after paddlers in their care.

It is the responsibility of British Canoeing Awarding Body Leaders and Raft Guides and/or their deployers to evaluate their likely work and the type of situations that they can reasonably expect to encounter and to maintain current appropriate first aid training. Influencing factors such as remoteness, facilities to hand, other trained first aid provision available, etc., will need to be considered. As part of this process, it is important to consider the training course content and course length, the competency and experience of the Provider.

Please see the British Canoeing Awarding Body [First Aid Policy](#) for further information.

## **Safeguarding Training**

British Canoeing Awarding Body aims to ensure that anyone who is in regular contact with children and adults at risk through paid or voluntary roles within the sport have completed the minimum safeguarding training requirements for their role. It is also the responsibility of an employer/deployer to ensure their staff or volunteers (paid or voluntary) have been appropriately vetted prior to being deployed in their role. Further guidance is available on the Delivery Centre websites.

## **Liability Insurance**

Any person taking on leadership responsibilities is required to have liability insurance as part of their duty of care to those they are looking after. Liability insurance cover is a benefit of British Canoeing Awarding Body and the National Association membership and normally applies to; individual members resident in the UK; affiliated clubs and registered members of affiliated clubs resident in the UK. Further

details of the insurance cover provided, exclusions, requirements for the insurance to be considered valid, and the types of activities covered are provided by the insurance companies with contact details available on the National Association websites.

### **Continual Professional Development (CPD)**

We encourage you to look to continue to develop your learning and knowledge of paddlesport, keeping up to date with current practice, considering new ideas and research, as well as continually improving the experience you provide whilst out on the water. This could be through a range of formal or informal opportunities, such as working with more experienced Leaders and Raft Guides, through further coaching or leader related courses or communities of practice. Opportunities are also available through Delivery Centre programmes. Further guidance is available on the Delivery Centre websites.

## Furthering your Qualifications

When you have gained some experience or if you wish to take on different roles, you may choose to work through other British Canoeing Awarding Body qualifications or training modules. Further details of these courses are available on the Delivery Centre Websites.

**British Canoeing Awarding Body Personal Performance Awards:** The Personal Performance Awards are designed for paddlers wanting to gain recognition of their learning and development, in the craft and environment they choose.

**British Canoeing Awarding Body Coaching Awards:** There are a number of coaching awards that you may consider if you are interested in helping people develop their paddlesport skills. There are qualifications for those who wish to coach beginners or run introductory sessions and a range of discipline specific awards that cover the wide range of our specialist disciplines.

**British Canoeing Awarding Body Guide Modules:** British Canoeing Awarding Body offer a number of modules aimed at Leaders who offer guided activity, particularly those working within Adventure Tourism. Topics include trip planning/organisation, leadership styles, customer care, camp craft, minimising impact on communities/environment, and adding value to the customer experience. Associated with these modules is recognition via the British Canoeing Awarding Body Guide Endorsement.

**British Canoeing Awarding Body Safety Training:** There are a range of training courses available to develop the necessary skills to help you (and others with you) stay safe, whilst also developing rescue skills that can be used to help yourself and/or others in difficulty.

- Stadium Safety and Rescue Training
- Paddlesport Safety and Rescue
- Surf Kayak Safety and Rescue
- Sea Kayak Safety and Rescue
- Inland Open Water Safety and Rescue

- Introduction to White Water
- White Water Safety
- Advanced White Water Safety

**British Canoeing Awarding Body Support Modules:** The aim of these online modules is to develop awareness and knowledge for weather, tides, surf and swell, and navigation.

**Leadership or Raft Guide Training:** You may wish to access/repeat the Leadership or Raft Guide training. These courses provide a great opportunity for you to refresh and develop your current skills, especially if you want to work in different environments or with/in different craft.

## Contact Details

Further course details and registration information is available direct from the Delivery Centre:

### **Paddles Up Training**

National Water Sports Centre  
Adbolton Lane, Holme Pierrepont  
Nottingham NG12 2LU  
Tel: 0300 0119 500  
[coaching@paddlesuptraining.com](mailto:coaching@paddlesuptraining.com)  
[www.paddlesuptraining.com](http://www.paddlesuptraining.com)

### **Paddle Cymru**

National White Water Centre  
Frongoch, Bala  
Gwynedd LL23 7NU  
Tel: 01678 521199  
[admin@paddlecymru.com](mailto:admin@paddlecymru.com)  
[www.paddlecymru.org.uk](http://www.paddlecymru.org.uk)

### **Paddle Scotland**

Grandtully Campsite  
Lageonan Road, Grandtully  
Pitlochry PH9 0PL  
Tel: 01887 292040  
[coaching@paddlescotland.org.uk](mailto:coaching@paddlescotland.org.uk)  
[www.paddlescotland.org.uk](http://www.paddlescotland.org.uk)

### **Paddle Northern Ireland**

Belfast Boat Club  
12 Lockview Road  
Belfast BT9 5FJ  
Tel: 07526 691171  
[admin@paddleni.org.uk](mailto:admin@paddleni.org.uk)  
[www.paddleni.org.uk](http://www.paddleni.org.uk)

## **Appendix 1. Accredited Prior Learning**

If your safety skills or other relevant prerequisites have been verified through alternative means, you can apply to your Delivery Centre for Accreditation of Prior Learning (APL). The APL service will consider other nationally recognised, professional awards and other training and assessment schemes, other than its own, where they are identifiable as being of equal or higher standard. Further details are available from the Delivery Centre websites.

## Appendix 2. Assessment Environments

Leadership Qualification	Environment
Paddlesport Leader	<p>Areas of sheltered waters, 200 metres offshore and in winds strengths of Beaufort force 3</p> <p><u>and</u></p> <p>Slow moving water (not graded or exceeding 0.5kts)</p>
Paddlesport Touring Leader	<p>Large areas of open water, 500 metres offshore and in wind strengths of Beaufort force 4.</p> <p>or</p> <p>A coastline with areas where it is easy to land with defined beaches, in winds of Beaufort force 4 (Force 3 if wind direction is offshore).</p> <p><u>and</u></p> <p>Moving water environments up to, and including grade 1 rivers (involving shooting a simple safe weir or running a short rapid of grade 2).</p> <p><b>Note:</b> Stand Up Paddleboards are not to be used on weirs. Arrangements should be planned to get out well above any weir and getting on the water should be well below the construction.</p>

SUP Sheltered Water Leader	Areas of sheltered waters, 200 metres offshore and in winds strengths of Beaufort force 3  <u>and</u>  Slow moving water (not graded or exceeding 0.5kts)
Stand Up Paddleboard Inland Open Water Leader	Large areas of open water, 500 metres offshore and in wind strengths of Beaufort force 4.
SUP Tidal Leader	Area of coastline, which includes defined beaches and sheltered bays where the group could easily land. In winds strengths of Beaufort force 3.  or  Large areas of open water, 500 metres offshore and in wind strengths of Beaufort force 4.  <u>and</u>  Estuarine/tidal environment with a minimum of 2 knots of flow.
Stand Up Paddleboard Coastal Leader	A coastline with areas where it is not easy to land but there are straightforward land points, a maximum of two nautical miles apart. Crossings do not exceed two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). In wind strengths Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).
Stand Up Paddleboard White Water Leader	Grade 2(3) natural white water rivers.

	<p><b>Note:</b> Stand Up Paddleboards are not to be used on weirs. Arrangements should be planned to get out well above any weir and getting on the water should be well below the construction.</p>
Canoe Open Water Leader	Large areas of open water, 500 metres offshore and in wind strengths of Beaufort force 4.
Advanced Canoe Open Water Leader	<p>Large areas of open water, more than 500 metres offshore and in wind strengths more than Beaufort force 4.</p> <p>or</p> <p>A coastline with areas where it is not easy to land but there will always be straightforward land points, a maximum of two nautical miles apart. In wind strengths of Beaufort force 4 (Force 3 if wind direction is offshore) and tidal movement of 2 knots.</p>
Canoe White Water Leader	Grade 2(3) natural white water rivers
Advanced Canoe White Water Leader	Grade 3(4) natural white water rivers
White Water Leader	Grade 2(3) natural white water rivers.
Advanced White Water Leader	Grade 4 natural white water rivers.
Surf Kayak Leader	Sandy beaches free from significant hazards (e.g. rocks and strong rips) and easy access. Gentle, sloping and spilling waves, preferably peeling but not pitching or dumping. Wave height should be no more than double overhead when seated in a kayak in the trough of the wave (head high for a stand up surfer)

<p>Advanced Surf Kayak Leader</p>	<p>Reefs, points, offshore breaks or sandy beaches, which have significant hazards (e.g., rocks, strong rips, etc.) Waves must be either powerful, steep, pitching, fast, hollow or heavy. Up to and above double overhead when seated in a kayak in the trough of the wave (or head high and above for a stand-up surfer).</p>
<p>Sea Kayak Leader (tidal)</p>	<p>A coastline with areas where it is not easy to land but there are straightforward land points, a maximum of two nautical miles apart. Crossings do not exceed two nautical miles. Up to 2 Knots of tide (but not involving tide race or overfalls). In wind strengths of Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).</p> <p><b>Note:</b> If surf is unavailable then a suitable environment, such as a rocky landing, that requires increased group management must be used, to ensure those being assessed can lead a more complex launch and land safely.</p>
<p>Sea Kayak Leader (non-tidal)</p>	<p>A coastline of no or minimal tidal movement with areas where it is not easy to land but there are straightforward land points, a maximum of two nautical miles apart. Crossings do not exceed two nautical miles. In wind strength Beaufort force 4. Launching and landing through surf (up to 1 metre, trough to crest height).</p> <p><b>Note:</b> If surf is unavailable then a suitable environment, such as a rocky landing, that requires increased group management must be used, to ensure those being assessed can lead a more complex launch and land safely.</p>

Advanced Sea Kayak Leader (tidal)	<p>On the sea where tidal races, overfalls and open crossings are encountered and cannot be avoided; a coastline where landings are not possible or are difficult; in wind strengths above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height).</p> <p><b>Note:</b> If surf is unavailable then a suitable environment, such as a rocky landing, that requires increased group management must be used, to ensure those being assessed can lead a more complex launch and land safely.</p>
Advanced Sea Kayak Leader (non-tidal)	<p>On the sea with no tidal or minimal tidal movement, where open crossings are encountered and cannot be avoided; a coastline where landings are not possible or are difficult; and wind strengths above Beaufort force 4; launching and landing through surf (up to 1.5 metres trough to crest height)</p> <p><b>Note:</b> If surf is unavailable then a suitable environment, such as a rocky landing, that requires increased group management must be used, to ensure those being assessed can lead a more complex launch and land safely.</p>
Stadium White Water Leader	Artificial white water venues – minimum 10 cu m <sup>3</sup> /s
Stadium Raft Guide	Artificial white water venues - minimum 10 cu m <sup>3</sup> /s
Raft Guide (grade 2)	Grade 2 natural white water river
Raft Guide (grade 3)	Grade 3 natural white water river
Raft Guide (grade 4)	Grade 4 natural white water river

Raft Trip Leader (grade 3)	Grade 3 natural white water river
Raft Trip Leader (grade 4)	Grade 4 natural white water river

**Notes:**

If assessments cannot meet **all** of the criteria stated, then an application prior to the assessment must be made to the relevant Delivery Centre for a reasonable adjustment, of which will be considered and if deemed an appropriate adjustment will be granted authorisation. BCAB will review all reasonable adjustments as part of Delivery Centre compliance.

**Sea Kayak Leader Awards (Tidal and non-tidal)**

Although it is possible to identify areas within the UK and International waters that have very little vertical movement but strong tidal streams and other areas with a larger tidal range but almost no tidal streams, these areas are deemed as tidal.

Anywhere on the British Isles coastline would be deemed as tidal.

There are some inland and specific sea areas within the UK and International Waters where sea kayaks are specifically used, such as the Great Lakes, sheltered Fjords, Mediterranean, Lochs, and Lakes, where there is no appreciable tidal movement. If these areas are used in isolation with no significant tidal inlet movements, this would be deemed as non-tidal.

**White Water Rivers**

Guidebooks and web-based river guides are often written for normal river conditions or levels. Tutors must be sure that the stated grade is still a true representation of the grade on the day. For example, low water conditions may make the section considerably easier to lead or significantly more technical, depending on the craft. High water runs can simplify decision making but significantly increase

consequences of errors. Tutor integrity and judgement is essential in ensuring parity and consistency across assessments.

### Appendix 3. Personal Performance Awards

As a guide, we would consider the relevant Personal Performance Awards to be a suitable measure of personal competence.

Leadership Qualification	Personal Performance Award
Paddlesport Leader (appropriate to craft used)	Touring Award/Canoe Award/SUP Sheltered Water Award/Sea Kayak Award/White Water Award/Surf Kayak Award/Racing Explore Award/Flat Water Freestyle Award/Polo Explore Award/Slalom Explore Award/Wild Water Racing Explore Award
Paddlesport Touring Leader (appropriate to craft used)	Open Water Touring Award/Progressive Canoe Award/ Coastal Sea Kayak Award/Progressive White Water Award/Progressive Surf Kayak Award/Racing Perform Award/Freestyle Award/Polo Perform Award/Slalom Perform Award/Wild Water Racing Perform Award
Canoe Open Water Leader	Progressive Canoe Award
Advanced Canoe Open Water Leader	Advanced Canoe Award
Canoe White Water Leader	Progressive Canoe Award
Advanced Canoe White Water Leader	Advanced Canoe Award
White Water Leader	Progressive White Water Award

Advanced White Water Leader	Advanced White Water Award
SUP Sheltered Water Leader	SUP Sheltered Water Award
SUP White Water Leader	SUP White Water Award
Surf Kayak Leader	Progressive Surf Kayak Award
Advanced Surf Kayak Leader	Advanced Surf Kayak Award
Sea Kayak Leader (non-tidal & tidal)	Coastal Sea Kayak Award
Advanced Sea Kayak Leader (non-tidal & tidal)	Advanced Sea Kayak Award
Stadium White Water Leader	Progressive White Water Award