

**BRITISH CANOEING AWARDING BODY COMMITTEE**

**MEETING #29**

**11 MARCH 2021 – 09:30–12:00PM**

**ONLINE**

**MINUTES**

**1. ATTENDANCE AND APOLOGIES**

In attendance: Steve Scorer, BCAB Chair (SS)  
Lee Pooley, BCAB Responsible Officer (LP)  
Heather Venis, BCAB External Advisor (HV)  
Karen Bagshaw, Qualifications Administrator (KB)

Apologies: Graham Lyon, BCAB Committee Member (GL)  
Ben Creed, BCAB Committee Member (BC)

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

LP welcomed everyone to the meeting.

The British Canoeing AGM will take place this weekend and, due to the COVID-19 pandemic, will take place online for the first time. A new British Canoeing President will be elected from four nominations as the current President, Ivan Lawlor, is stepping down. Early indications suggest that more people than usual are going to attend. Update videos have been produced as part of the meeting presentation and LP will attend to take questions regarding Coaching and the Awarding Body.

LP has been involved in the development of the new Delivery Partner Scheme due to replace the Quality Mark Scheme and which goes live on 7 April 2021. This scheme is aimed at everyone who is commercial and will allow companies to buy in to a Bronze, Silver or Gold package. Some of the benefits include premium listings on the website, own dashboard and digital

system, PPA certification and live staff checks. The Gold package will include a technical advice visit. Currently there is 483 companies interested in signing up on the 7 April. The day to day management of the Delivery Partner Scheme will be the responsibility of the Coaching and Partnership Manager.

The COVID-19 pandemic has resulted in a loss of qualifications and awards being taken and therefore a loss in income, but LP is confident that these will pick up once lockdown measures are relaxed.

Before continuing with the meeting, HV asked whether, due to two absences, the quorate for this meeting was sufficient to proceed. LP referred to the Terms of Reference which stated that a minimum of three people were needed.

### 3. DECLARATIONS OF INTEREST

None.

### 4. MINUTES OF PREVIOUS MEETING – 15 DECEMBER 2020 (#28)

Action	Actions from 15 December 2020 meeting	Responsible person	Status
1	The Minutes of the previous meeting were agreed by the Committee as an accurate record with the exception of the following minor amendments: <b>Action 8</b> should read: LP to ask Susan Hicks, Finance Manager, for a BCAB tab to be added to the organisation's risk register; this will enable the National Governing Body Senior Management Team (SMT) to view and escalate to the BC Board if deemed appropriate. <b>No. 8</b> should read: Ofqual has extended its Extraordinary Regulated Framework and has put forward a range of adaptations to assessment for delivery. It is an appropriate time to look at this	KB	Completed 22/12/2020

	document and ask Centres/Providers to assess their delivery. <b>Action 10:</b> LP to add take this to SMT for consideration for the extended Annual Plan in order to deliver a resource that will aid delivery and assessment. <b>ACTION 1:</b> KB to make the above amendments to the August 2020 Minutes.		
2	<b>Summary of Action Tracker</b> <b>Line 118</b> – LP to take Chartered Membership to the CEO for consideration. This was put on hold due to COVID-19 and remains that way. Due to the current climate, the Committee agreed that this was a sensible thing to do and this will be looked at and discussed again in 2021. <b>ACTION 2:</b> KB to update the action tracker stating the above.	KB	Completed/ Ongoing
3	<b>6.1 Summary of Action Tracker. Line 158</b> – 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. <b>ACTION 3:</b> KB and LP to check this has been included.	KB/LP	Charmaine Gawler emailed 22/02/2021
4	<b>6.1 Summary of Action Tracker. Line 164</b> – Action 23: HV to advise KB to ensure supporting documents are in the correct section of the SAR. This is underway and partly completed. <b>ACTION 4:</b> KB and HV to arrange a meeting for early 2021 to complete.	KB/HV	Completed 02/03/2021
5	<b>6.1 Summary of Action Tracker. ACTION 5:</b> KB to add a narrative to the BCAB Action Tracker stating when actions have been completed.	KB	Completed 22/12/2020/ Ongoing
6	<b>8.1 Delivery Centre Identity and Requirements.</b> The new Paddles Up	LP	Completed CEO NA's

	<p>Training website for England has been a great success and provides a clear identity for the Delivery Centre. Other National Association Delivery Centres have expressed an interest in being included within this website. LP put this to the Committee for their thoughts. The Committee thought it preferential that Delivery Centres retain their own identity as it could be confusing for learners trying to navigate the Paddles Up Training website should all Delivery Centres be included. Responsibility for training and assessments could become blurred and responsibility for disputes and appeals could lack direction. Collaboration could create a lack of ownership. It would be preferable for Delivery Centres to develop their own websites. <b>ACTION 6:</b> LP to inform Delivery Centres.</p>		informed 18/02/2021
7	<p><b>9.1 Statements for Regulators Part 1 and Part 2.</b> Part 2 - The draft submission had been sent to the BCAB Committee for their thoughts and comments prior to submission by 8 January 2021. The same protocol will be followed as with Part 1. <b>ACTION 7:</b> HV, LP and KB to book a session to finalise our response. Committee members were in agreement with this proposal.</p>	HV/LP/KB	Completed 18/12/2020
8	<p><b>9.2 CASS.</b> An area for consideration for BCAB is the ISO 9001 2015 international standard which can be applied to any business. ISO 23100 is the latest standard. Build first, test, then go for certification. Ensure compliance with CASS first, then build around it. An audit needs to be completed and report written, indicating that processes are correct. <b>ACTION 8:</b> SS to advise LP on the above, sending links to further information as</p>	SS	Completed 15/12/2020

	appropriate.		
9	<b>CASS - ACTION 9:</b> LP to continue working on CASS in early 2021 using the ISO general template and then share developments at the next BCAB Committee meeting.	LP	Part Completed
10	<b>12.1 Raft Coach Award.</b> Rafting currently has its own discipline committee and is recognised as a world sport and has its own teams in sprint, slalom and head to head racing. We currently do not have a pathway for Raft within the Coach Award. This was discussed in detail by BCAB Committee members and although BCAB likes to be inclusive, on this occasion, due to the perceived low numbers, it was agreed that this request could not be approved at present and that there is a rafting guide awards available. <b>ACTION: 10:</b> LP to inform the Rafting Committee of BCAB's decision.	LP	Completed
11	<b>12.2 Rescue Training Manikins.</b> LP had been contacted by a Provider who wanted to provide courses using rescue manikins. The Provider had emailed LP stating that rescues could be undertaken via the use of a manikin, enabling simulated rescues. LP requested the thoughts of Committee members. The BCAB Committee members stated that simulated rescues would not reflect the diverse situations and conditions that real-life rescues create and therefore did not approve this request. <b>ACTION 11:</b> LP to share the above outcome with the Provider.	LP	Completed 09/02/2021
12	<b>12.3 BHC photograph for website.</b> <b>ACTION 12:</b> BHC was asked to provide a head and shoulders photograph for uploading to the BCAB website organisation page.	KB	Completed 07/01/2020
13	<b>13. DATE OF NEXT MEETING.</b> To be	KB	Completed

	agreed (it is preferable for 2021 to continue with online meetings). Four BCAB Committee meetings will be held for 2021 – 2.5-3 hours each. <b>ACTION 13:</b> KB to find out dates of the British Canoeing Board meetings for 2021 and select dates for the BCAB Committee approximately four weeks prior to Board meetings. KB to create a Doodle Poll offering meeting dates to Committee members.		28/01/2021
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The Minutes of the meeting dated 15 December 2020 were agreed by the Committee as a true and accurate record with exception of the following amendments:

- Item 2, 2<sup>nd</sup> paragraph should read ‘learned’.
- Page 9, penultimate paragraph – ‘verification’ can mean different things to different people and this needs to be picked up when discussing CASS, Item 9.1 on this Agenda.
- Page 10, 2<sup>nd</sup> paragraph – remove ‘for’. Should read ‘apply an Occupational End Date’.

**ACTION 1:** KB to make the relevant amendments to the Minutes.

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

The above actions were reviewed by the Committee. Action 4 should now be amended to ‘completed’ as a meeting had taken place.

**ACTION 2:** KB to amend.

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

The BCAB External Quality Assurer will be asked to attend the May 2021 BCAB Committee meeting as CASS documentation will be at a more formalised stage.

## **6. AWARDING BODY ADMINISTRATION**

### **6.1 Summary of Action Tracker (document attached)**

It was agreed that there should now be a new way of managing the action tracker. BCAB Committee members need only see outstanding actions (unless otherwise requested).

**ACTION 3:** HV to share details with KB of a possible process which could be more efficient moving forwards.

### **6.2 Qualifications Administrator CPD**

KB is currently undertaking the online Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice. This forms part of her CPD.

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

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

Previous versions of the SAR are available to view within the Google Drive system. Keeping previous versions of this document, prior to amendments, should be continued. It was suggested that the use of a history sheet could be adopted.

**ACTION 4:** SS to send an example history sheet to KB.

The BCAB Risk Register is part of the British Canoeing Organisational Risk Register. Each risk is given a rating number; if over 12, it would escalate to the British Canoeing Board, if under 12, it would not be considered to be a BC Board matter but would be brought to the attention of the Executive, Government and Risk Committee and BCAB Committee. LP would report any updates to the BCAB Committee.

A copy of the BCAB Risk Register should always be available to BCAB Committee members as notes are added outlining any progress and developments made.

**ACTION 5:** KB to share the BCAB Risk Register with BCAB Committee members.

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

### **8.1 Update on Coach Award Training online**

There are 24 pathways within the Coach Award. As part of BCAB's educational philosophy, the Core Training is now available online. No changes to the content have been made and face to face training is still available. Delivery Centres have undergone a recruitment process which has included orientation and the first course has been delivered. Delivery Centres are responsible for this delivery. LP will keep a watching brief which will include candidate uptake and comparing failure rates to the face to face training. LP will update the Committee when data is available.

The non-regulated Leadership Awards review has been completed and the suite now released alongside a Leadership Self-Analysis tool. Online delivery is being considered which would aid harder to reach communities, e.g. overseas.

## **9. AWARDING BODY WORK**

### **9.1 CASS – Review documents**

The draft CASS documents had been circulated to Committee members for comment prior to this meeting. Feedback had been received and this was discussed at the meeting. The following was agreed as a requirement within the documents:

- An agreed, standard reference for the term 'verification';
- The addition of a 'Glossary of Agreed Terms' at the beginning of each document;
- The CASS Stages 1-4 to fall under the heading of 'BCAB Quality Assurance Framework';



- It should be made clear who the Standards Verifier is at the beginning of the document should this term be used.

The following should be noted:

**Stage 1.** An assessor that works for multiple centres will be required to undertake their training at each. If an assessor delivers multiple, regulated qualifications, they will also have to undertake the training for each qualification.

**Stage 3.** Agree terminology where the term 'Standards Verifier' is used. CPD is different for a Standards Verifier and an External Quality Assurer. EQAs check, challenge and guide Centre Managers. Stage 3 should refer to the External Quality Assurer.

Delivery Centres should be risk rated and the EQA should refer to a risk rating model and undertake an annual visit to each centre.

**Stage 4.** Outline what percentage of what will be sampled, ensuring consistency for all Delivery Centres, for example:

Year 1 - Focus on the components of rescue, looking at assessment standards.

Year 2 - Coaching behaviours.

Sampling evidence needs to be retained.

It would not be appropriate for BCAB to share its 3-year plan with Delivery Centres.

It was suggested that, in the future, each Delivery Centre could have their own EQA assigned to it. This would be something for LP and the BCAB Committee to consider if and when appropriate.

Overall, the Committee was happy with the progress made with CASS to date.

**ACTION 6:** LP to continue work on the CASS documents and recirculate them to Committee members for feedback before final sign off at the BCAB Committee meeting in May 2021.

## **9.2 Branding**

We have been asked to put branding guidelines together with regard to the use of the BCAB logo. LP sees no issue with Delivery Centres and their workforce using the BCAB logo if they are representing our regulated courses and sought the Committee's thoughts? In response, the Committee thought that, in principle, this sounded acceptable but, if an accident or fraud occurred, the BCAB logo would be associated with it which would not be acceptable. LP stated that if there was fraud, the Delivery Centre would cease operating.

It was suggested that, if the BCAB logo was made available to Delivery Centres, the logo itself could be tweaked beforehand to make reference to the individual Delivery Centre.

## **9.3 BCAB Qualified Logo**

The approval of qualified assessors using a BCAB 'qualified' logo was being considered.

BCAB Committee members voiced their concern that this could be an opportunity for individuals to promote themselves as something they are not.

LP stated that the 'qualified' logo would be approved on an individual basis via a strict application process. Background checks of the applicant would be undertaken by BCAB (First Aid, CPD, etc.) before approval was given and the logo would be released with terms and conditions attached to it. If the

applicant did not meet the requirements, the application would be turned down.

The Committee asked if this would create a source of income for BCAB. Candidates could achieve a qualification and then pay for the privilege of using the 'qualified' logo. This leads into Chartered Status work.

Another important consideration would be the amount of extra administrative work that this would create.

#### **9.4 BCAB Regulated and Non-Regulated Qualifications**

Currently the BCAB logo is used on regulated qualifications and the BC logo used on non-regulated qualifications. This sometimes causes confusion. LP asked what would stop us using the BCAB logo for both regulated and non-regulated qualifications.

The Committee stated that it would be acceptable although it needs to be clear on the Delivery Centre websites which are regulated and non-regulated qualifications. LP stated that it would be possible for Delivery Centres to amend their websites to clearly distinguish between regulated and non-regulated qualifications.

#### **9.5 Ofqual Information Notice B4: categorisation of qualifications and explainer tool**

The associated documents taken from the Ofqual portal were considered and it was agreed that BCAB falls under Category A.

**ACTION 7:** KB to amend the spreadsheet and submit it to Ofqual as a matter of urgency.

#### **9.6 Complaint Ref. 07122020/BCAB - L1 Paddlesport Instructor**

LP provided the detail of the complaint and what has taken place so far. As this complaint has now been fully investigated but is still being disputed by the

complainant, LP requested the Committee's advice on the way forward. Should we close the investigation and inform Ofqual that we have not come to a resolution? Should we suggest the complainant takes the complaint to Ofqual?

SS confirmed he was part of the investigation and has seen all the evidence and had met with LP before this meeting to discuss the way forward. It was considered that all due diligence had taken place and, with the complainant currently withholding some evidence, the BCAB Responsible Officer had exhausted all appropriate avenues of investigation.

HV suggested that the complaint should now be closed. The complainant should be invited to pursue the appeals process; this would require him to submit the missing further evidence. If an appeal was lodged, the process would require an independent person to review the evidence.

LP confirmed that this investigation has highlighted some useful learning opportunities:

- The need for more emphasis on written feedback rather than verbal, which is also kept by the assessor;

**ACTION 8:** LP to share the learnings that have resulted from this investigation with the Delivery Centres.

## **10. EXTERNAL REGULATION**

### **10.1 Ofqual Malpractice and Investigations Forum Follow Up - Whistle Blowers**

The question had arisen whether we should we have a whistle-blowing policy on the BCAB website? This is not mandatory for the Regulators. This matter was considered with the following outcome:

**ACTION 9:** Add a caveat to the BCAB Malpractice and Maladministration Policy to state that if a person wishes to remain anonymous, they can contact BCAB directly.

**11. THE WIDER ENVIRONMENT**

Nothing to discuss.

**12. ANY OTHER BUSINESS**

None.

**13. DATE OF NEXT MEETING**

19 May 2021

09:30-12:00pm

Online