PADDLE SCOTLAND

Paddle Scotland Certification Guidance

February 2025

Purpose of guidance: This document is designed to give candidates information about the certification process of Paddle UK Awarding Body Awards by Paddle Scotland. It outlines the timescales for certification and how a duplicate certificate can be obtained.

Timescales 3
Quality Assurance 3
Missing Prerequisites 3
Other National Association Members 4
Certification Errors 4
Duplicate Certificates 4

*Where referring to Paddle UK Awarding Body this document will use the terminology of "Awarding Body".

Timescales

Upon successful completion of a qualification assessment, a candidate is entitled to receive a certificate if they have all prerequisites in place. Once results are submitted to us by a Paddle Scotland course Provider, the database carries out the relevant prerequisite checks. If everything is in place, a certificate is issued within the timescales quoted below.

The Paddlesport Instructor, SUP Instructor, Coach Award and the Performance Coach are regulated qualifications. This means that they are on the OfQual framework and as such there are extra steps for Paddle Scotland to take concerning these qualifications. This means that we have the following time scales:

- Paddlesport Instructor, SUP Instructor, Coach Award, Performance Coach - up to 10 working days
- All other qualifications and awards - up to 5 working days.

Quality Assurance

Paddle Scotland has a responsibility to carry out standardisation on their course Providers and as such will take samples of assessment decisions to review. If your course is selected for this purpose, this may delay certification. This could be up to 10 more working days before certification.

Missing Prerequisites

If you are missing a prerequisite at the time of results submission, you will not be certificated. You will then have 24 months from the date the course is completed to get these in place.

The Paddle Scotland Administration Team will contact you to inform you what is required. Please try and get this completed as promptly as you can. If you do not manage to get prerequisites in place in the time frames above then it may not be possible to certificate you.

Other National Association Members

If you have taken a qualification with a Paddle Scotland Provider but are a member of Paddle Cymru, Paddle UK or Paddle Northern Ireland then you will be certificated in the same timeframe. It may, however, take more time for this to show on your membership record as this information is passed over to the relevant National Association to update your record manually.

Certification Errors

If you receive your certificate and there is an error on it such as a spelling mistake or the wrong discipline, then please contact hello@paddlescotland.org.uk who will then liaise with the provider of the course and Awarding Body, if required, to rectify this. A new certificate will then be issued.

Duplicate Certificates

Duplicate certificates for non-regulated courses can be downloaded directly from your membership portal. You need to click into the individual qualification or credential and a yellow “Download” button will appear. This will then download another certificate for you. Regulated certificates need to be requested from Awarding Body and via the Awarding Body website here.