PADDLE SCOTLAND

Delivery Centre Fees

From 1st Jan 2025

Purpose of document: This document is intended to support course providers and learners who are working towards Paddle Uk Awarding Body qualifications. It details the range of fees that may apply.

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

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Paddle Scotland believes that properly funding awards and qualifications course fees help the organisation to design, improve, support and resource a comprehensive suite of training and assessment courses to best meet the needs of all within the paddlesport community. Such costs are kept as low as possible and are clear and transparent.

Summary of fees for the Awarding Body Qualifications and Awards

These fees are payable by Providers, Tutors and/or Assessors. These fees may not be passed to learners as an additional fee, however, they may be incorporated into course costs.

Qualification / Award	Course Admin Fees
Coaching Qualifications	£22.00 per person per course
Bell Boat Helm	£24.00 Full/Junior members
Leadership Qualifications	£12.00 per person per course
• Paddle Safer • SUP Safer	No fee (administered through GoPaddling.Info)
• Paddlesport Safety and Rescue Course (PSRC) • Introduction to White Water Safety • Sea Kayak Safety and Rescue • Inland Open Water Safety and Rescue	£11.00 Full/Junior members £16.00 non-members
• White Water Safety • Advanced White Water Safety and Rescue Training • Surf Safety and Rescue • Advanced Surf Safety and Rescue	£16.00 Full/Junior members £21.00 non-members
Navigation Course	£16.00 Full/Junior members £21.00 non members

Qualification / Award	Course Admin Fees
Foundation and Intermediate Modules	No longer available (with the exception of PaddleAbility and no fee applies)
Paddle Awards Start	No fee (administered through Go Paddling website)
Paddle Awards Discover	£7.00 per person (administered through Go Paddling website)
Paddle Awards Explore	£7.00 per member per course £8.32 per non-member per course
Personal Performance Awards	£11.00 per member per course £20.80 per non-member per course
Guide Module	£11.0 Full/Junior members £16.00 non members
Guide Endorsement	None - However Guides can choose to Join the Delivery Partner Scheme (See Scheme for Fees)

National Association Fees

These are fees payable by the learner, directly to their National Association. Those living outside the UK may join any National Association:

- Paddle Scotland
- Paddle England (for those living in England)
- Paddle Northern Ireland
- Paddle Cymru

	Candidate Registration
Paddlesport Instructor Registration Coach Award Registration Coach Award Assessment Check-in	£48.00 £48.00 Free
Performance Coach	TBC
Bell Boat Helm Assessment Check In	Free
Leadership Qualifications	£42.00

Accredited Prior Learning Applications

	Non-member	**National Association member**
Fee	£25	£0 (100% discount)

Note: Paddle Scotland reserves the right to offer discounts to support organisation objectives, through bursaries and/or early booking discounts - fees are reviewed annually in line with inflation.

Delivery Centre Processing Fees

Appeals

Fee	£50 (Fully refunded if the appeal is approved)

Paddle Scotland reserves to waive the appeal fee.

Provider Role Orientation Fees

Type of Activity	**Fee**
Online (half day or less)	£62.50
Leadership Orientations (2 days)	£450
Safety Orientations (2 days)	£450
Safety Orientations (1 day)	£175
Instructor Orientation Coach Award Orientation	£450

Note: Paddle Scotland reserves the right to offer discounts to support organisation objectives, through bursaries and/or early booking discounts - fees are reviewed annually in line with inflation.

Provider Hot Topic Sessions

Type of Activity	Fee
Online sessions	Free
Face to Face sessions	Free
Face to Face training as the result of malpractice or maladministration	£312.50 per day (+ Travel at cost)

Note: Paddle Scotland reserves the right to offer discounts to support organisation objectives, through bursaries and/or early booking discounts - fees are reviewed annually in line with inflation.

Provider Standardisation Fees

Type of Standardisation	Guideline fee
Annual online Standardisation	Free
3 yearly Face to Face Standardisation (e.g. Safety Moderation or Leadership Community of Practice)	£175 per day
Face to Face Standardisation as the result of malpractice or maladministration	£312.50 per day (plus travel at cost)
Overseas Quality Assurance or Standardisation	Staff costs at £312.50 per day (plus required travel, accommodation, and subsistence costs)
Trainer Sign off (1 day)*	£290
Trainer Sign off (2 day) *	£580

*additional expenses may apply

Note: Paddle Scotland reserves the right to offer discounts to support organisation objectives, through bursaries and/or early booking discounts - fees are reviewed annually in line with inflation.

Fees Associated with Malpractice, Maladministration and Sanctions

The fees for such activities will be in line with the current fees in this document (for example recertification will cost the same as certification). All changes will include expense at cost and where relevant. Fees will be at cost and charges for time based on £312.50 per day for each staff member involved (charged per hour (rounded up) at £39.)

For example: a reassessment of a learner will cost a day of time, the Assessors expenses and the normal certification fees.

Type of Activity	**Guideline fee**
Desk based work	Charged per hour (rounded up) at £39 per hour.
Face to Face work	£312.50 per day per person
Attendance at appeals, hearings or tribunals.	£437.50 per day

Appendix 1. Frequently Asked Questions

Q - My local club wants to employ me on a daily rate to deliver a course. How do I represent this in my invoice appropriately?

A - We recommend that you split out your daily rate and any expenses as separate lines on your invoice. Provider and /or Certification fees should be listed separately to these and clearly identified. Membership discounts should still be passed to individual members where relevant.

Q - What do I record if I have unsuccessful learners on a course?

A - It is important to include all learners on the course results and pay the appropriate fees as this ensures that course records are accurate and a true representation of the course that took place. Failure to list a learner's attendance is a breach of the provider service agreement.

Q - I have a learner booked on my course who does not want certification, how do I record this?

A - You must record all learners on the course results and submit them normally. Failure to list a learner's attendance is a breach of the provider service agreement.

Q - Should I include provider fees in the advertised course cost?

A - Provider fees are used to support, resource and review the delivery and development of courses. They are a fixed cost per candidate and should be included in the advertised cost of the course