

British Canoeing Awarding Body

Provider Guidance Notes

1. Introduction

These notes aim to provide guidance on a range of British Canoeing Awarding Body Qualifications and Awards to assist Delivery Centres on appropriate practices when delivering British Canoeing Awarding Body Qualifications and Awards. The guidance aims to cover the obvious and common matters, however further advice can be gained, if required, by contacting the BCAB Responsible Officer: enquires@britishcanoeingawarding.org.uk

The specific Qualification and Award course documents and the accompanying support materials should be read in conjunction with this guidance. The accompanying support material for all awards and qualifications expand on the requirements, providing details of the knowledge, experience, techniques and skills to be covered, and the standards expected at assessment.

All up to date documentation for all qualifications and awards can be found on the British Canoeing Awarding Body website:
<https://www.britishcanoeingawarding.org.uk>.

British Canoeing Awarding Body strongly recommends that qualification and award documentation is obtained from this area, to ensure Delivery Centres are using the most up-to-date materials.

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Membership

For all coaching courses and leadership assessments, candidates need to hold National Association Delivery Centre membership. All other candidates on courses should be encouraged to apply for National Association Delivery Centre Membership. Membership details are available on the Delivery Centre websites.

Staffing Ratios

British Canoeing Awarding Body Staffing Requirements and Ratios are required ratios for running British Canoeing Awarding Body qualifications and awards. Providers must obtain permission in advance from their Delivery Centre if they wish to work outside these ratios.

The course documents for the relevant award detail the course staffing ratios.

Provider Roles

Only providers with the required role and who have agreed to the Provider Service Agreement are eligible to run British Canoeing Awarding Body Qualifications and Awards.

Provider Responsibilities

For all assessment courses, the provider must take on the role of course director and is responsible for ensuring all requirements as outlined in these guidance notes, the specific syllabus, and training and assessment notes for the qualification or award are fulfilled. On larger courses, additional staff may be deployed (as per the stated ratios). These too must be appropriately qualified and registered Providers. In these cases, one provider would normally take the lead as course director. The course director would be responsible for setting the course up, ensuring the staff team delivers the required quality at the appropriate level, and that all staff follow the necessary procedures.

For larger courses, providers are encouraged to consider the environmental and access impacts, as well as the suitability of the venue to cope with large number courses.

Remaining a Current Provider

Providers are required to maintain their Delivery Centre Update Scheme requirements in order to retain their Provider Role. They are also expected to:

- Remain active coaching/leading in the relevant discipline/environment;
- Remain up-to-date with current best practice in all aspects of the relevant qualification and award;
- Be able to demonstrate personal paddling competence in the relevant discipline/environment.

Providers are entrusted with doing whatever it takes to maintain their currency; the Delivery Centres are at liberty to request evidence of this currency and, if necessary, remove the provider role or specify individual actions in order to maintain the provider role. The Delivery Centres may also run compulsory or voluntary moderation or training to support providers, as they see fit.

In addition, providers of the Coaching Qualifications are required to attend annual standardisation for each provider role held for each qualification (this is not for each pathway within the qualification).

Leadership providers are required to attend a community learning event every three years to share practice and standardisation as well as verify the appropriate skill levels to remain an active provider.

Note: For coaching qualification pathways that do not hold a leadership award as a prerequisite or coaching qualification, providers that are not leadership providers are required to attend a community learning event every three years.

Safety Award providers must work on a minimum number of courses per 3-year cycle. Providers who do not meet the minimum requirements can put a case forward to keep their role if active (coaching and leading) in the specific environment. These will be considered by the Delivery Centre Coaching Managers on a case-by-case basis.

Lone Working

British Canoeing Awarding Body recognises that providers do work on their own and could be particularly vulnerable. It is therefore important that the provider puts in appropriate mechanisms to ensure the safety of learners and the lone provider. When assessing, the lone provider is encouraged to keep written evidence of observations of the candidates' performance against the assessment criteria. These may be required later if a decision is questioned/challenged.

Assessing Family, Friends, Colleagues, etc.

Assessors must not assess close family. Assessors should avoid assessing friends, colleagues or employees - if this is unavoidable, approval must be sought from the Delivery Centre Manager. Extra vigilance must be shown in ensuring judgement of the candidates' evidence is done so reliably, fairly and accurately. Assessors are entrusted with ensuring that candidates received a fair and impartial assessment with conflicts of interest minimised where possible.

Recruitment and Specific Requirements

The provider plays a vital role in ensuring the right candidates book onto the course, hold the prerequisites and complete appropriate registration. Providers also need to identify,

prior to the course, if candidates have any special requirements so they can appropriately cater for them during the course.

Candidate Prerequisites

The relevant course prerequisites are detailed in the specific qualification and award course documents. Providers are required to check candidates hold all of the prerequisites prior to making the recommendation that they achieve the award. Providers must make the prerequisite evidence requirements clear to candidates in the pre-course information.

Paddlers intending on working through the British Canoeing Awarding Body Qualifications and Awards are advised to keep a record of their experience. While it is not essential for paddlers to record their paddlesport experience as part of their progression, it may prove useful at a later date for supportive evidence purposes. With the Leadership Awards it should be considered an essential aspect of assessment preparation. The British Canoeing Awarding Body website has a downloadable logbook available or paddlers can, of course, produce their own.

End of Course Feedback

Providers are required to gather, and act on, feedback from participants on the quality of assessment and/or training. Such evidence can also be used for quality assurance purposes carried out by the Delivery Centre.

Environmental Awareness

Paddlesport is an exciting, adventurous, competitive and recreational activity from which much of the enjoyment and adventure comes from the natural environment. Every paddler must remember to respect all wildlife and take care not to damage or destroy the environment by observing the good practice guidelines published by the Delivery Centres.

British Canoeing Awarding Body: 'You, Your Canoe and the Environment'

Canoe Wales: 'Waterside Code'

Scottish Canoe Association: 'Paddlers Access Code'

Canoe Association Northern Ireland: Official partners of 'Leave No Trace', and adapt their recommendations

Pollution

All British Canoeing Awarding Body qualifications and awards should be taken in the appropriate environment as defined in the course documents. Providers are advised that where there is reason to believe that the level of pollution is such as to render capsizing as potentially hazardous, alternative, safer methods/locations may be used for those aspects of Qualifications and Awards that require deliberate immersion.

Manual Handling

All paddlers need to raise their awareness of Manual Handling and that damage can occur to joints and muscles, particularly when they are moving or lifting people or any equipment in relation to paddlesport. In addition, Risk Assessments of how to prevent harm and injury to paddlers should be undertaken as a matter of routine. Providers and assessors are charged through the training and assessments they provide with a 'duty of care' for paddlers and should ensure they make an appropriate risk assessment of activities provided. It is recommended that candidates seek help when emptying and carrying their craft.

Appeals and Complaints

If a candidate wishes to appeal or complain about the conduct of a British Canoeing Awarding Body Qualification or Award training or assessment they should, in the first instance, raise the area of concern with their provider, in the hope that the matter can be amicably resolved between both parties. Where it is inappropriate that the provider be confronted with the concern or there is no amicable solution, the candidate should contact the Delivery Centre where the course took place within 28 calendar days of the course. Course providers must inform candidates of the existence of their Delivery Centre appeals procedure and how to access it.

Supporting Policies

Equal Opportunities Policy

British Canoeing Awarding Body is 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, whilst also safeguarding the integrity of its qualifications. More details are available in the Delivery Centres' Equal Opportunities Policies, or contact the relevant Delivery Centre to make a complaint.

Reporting Malpractice

Any suspected malpractice on the part of candidates, providers or any others involved in providing British Canoeing Awarding Body qualifications must be reported to the relevant Delivery Centre. See the Delivery Centre policies for more details.

Reasonable Adjustments Policy

British Canoeing Awarding Body supports the promotion of paddlesport for disabled people and encourages them to take British Canoeing Awarding Body awards. An assessor may recommend a candidate for an award, even if a specific disability prevents the candidates from completing all aspects of the course content. There are specific details on how Assessors can put this into practice in the 'British Canoeing Awarding Body Reasonable Adjustments for Paddlesport Awards and Coaching'.

British Canoeing Awarding Body Qualifications and Awards are mainly competence based and candidates are assessed on their ability to meet all of the specified assessment criteria. A candidate with a disability may be granted reasonable adjustments to meet their

needs. For example, a candidate with a physical disability may use a piece of adaptive equipment that allows them to complete the assessment. Assessors should in all cases refer to the 'British Canoeing Awarding Body Reasonable Adjustments for Paddlesport Awards and Coaching' for further guidance.

Accreditation of Prior Learning (APL)

Candidates who have covered any of the training or assessment prerequisites through alternative/equitable means can apply to Delivery Centres for Accreditation of Prior Learning (APL) in order to be granted entry to the training or assessment course.

Quality Assurance (QA)

Delivery Centres monitor the quality of course delivery and assessments to ensure appropriate standards are maintained. As part of the Quality Assurance requirements, directors must provide access to all premises, records, information, candidates and staff (specifically in relation to the delivery of British Canoeing Awarding Body courses) to Delivery Centre Coaching Managers when requested.

To ensure assessments are fair, reliable, valid, authentic and sufficient assessment evidence has been produced by individual candidates, Delivery Centres have a responsibility to standardise and verify providers' assessment decisions. As part of this process, Providers may be required to show additional assessment evidence or receive a field visit. Plans of assessment verification and verifications carried out are a compliance requirement from British Canoeing Awarding Body and are checked annually.

General Provider Responsibilities

- Providers must provide a safe and appropriate operating environment for all elements of the training or assessment programme that complies with relevant health and safety legislation including the safeguarding of individuals on programmes.

- Providers must have appropriate leadership equipment to look after paddlers in their care during all training and assessment activities.
- Candidates need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment.
- Risk assessments must be in place and appropriate risk management strategies engaged throughout all training and assessment activities.
- All physical resources used to support the delivery of the learning programme and assessment should be of industry standard and relevant to the individual candidates.
- All staff must be fully familiar with current best practice and standards as appropriate to coaching in the specific environment.
- An appropriate space is required for the course introduction, scene setting and debriefs.
- Toilet, changing and showering arrangements should be communicated to candidates.
- Providers must ensure that candidates wear appropriate clothing and equipment on all practical activities as identified by the specific risk assessment and in line with current best practice.
- Providers should ensure candidates have access to appropriate resources to support training against all elements of the syllabus.

Venues and Environmental Conditions

British Canoeing Awarding Body Qualifications and Awards clearly define the required venues and conditions for undertaking assessments. Courses must only go ahead where the defined conditions are present for the assessment course. It is not appropriate to undergo British Canoeing Awarding Body trainings or assessments in conditions above the stated requirements. Providers will need to abort training/assessment if such conditions come upon them, whilst obviously maintaining their leadership responsibility.

Coaching in a Dynamic Environment

British Canoeing Awarding Body framework and approach to learning is that we develop appropriate opportunities for the individual to progress. While supporting a flexible approach to delivery and not being restrictive, tutors and coaches need to consider selecting an environment that is most conducive to student learning. With this in mind, when coaching to develop performance and understanding, coaches or tutors should consider setting practices and deliver coaching sessions to develop skills and understanding in a more controlled, less dynamic environment before committing a performer to an advanced, more complex environment. In doing this, the learner's understanding and skill should develop so that the learner and coach would feel comfortable to move to advanced, more complex environments. When in these environments setting appropriate and structured practices and constraints will allow further learning to occur, before perhaps returning to a lesser environment for additional coaching input. Such approach would require the ability to carry out a robust learner profile and select a venue that allows easy transition between various environmental conditions. This would take into account the stage of learning and allow monitoring of performers' comfort and stretch zones, allowing for safe skill progression as well as psychological and physiological development.

Use of Man-Made (artificial) White Water Courses

British Canoeing Awarding Body recognises that the use of artificial courses has benefits for learning and would be seen as an appropriate decision to use such an environment. Below indicates when such man-made courses can only be used by Providers running British Canoeing Awarding Body Qualifications and Awards.

Qualification / Award	Artificial / man-made white water venue
White Water Safety and Rescue	1 day only
Advanced White Water Safety and Rescue	Not able to be used for this award
White Water Leader Training	Not able to be used for this award
Advanced White Water Leader Training	Not able to be used for this award
White Water Leader Assessment	Not able to be used for this award
Advanced White Water Leader Assessment	Not able to be used for this award
White Water Kayak Coach Training	1 day only
SUP White Water Coach Training	1 day only
Advanced White Water Kayak Coach Training	Not able to be used for this award
White Water Kayak Coach	Not able to be used for this award

Assessment	
SUP White Water Coach Assessment	Not able to be used for this award
Advanced White Water Kayak Coach Assessment	Not able to be used for this award
Performance White Water Kayak Coach Assessment	Can be used for this award

Note: Freestyle and Slalom qualifications and awards will have no restrictions on the use of artificial sites.

River Tryweryn

The River Tryweryn is a natural venue with the upper part of the river managed by Canolfan Tryweryn. The Lower section is a natural river which is unmanaged and therefore will have hazards you would normally expect to find in this type of environment. The River is dam controlled with a range of different releases. The Lower section also has additional water feeding into it so levels on the Lower Tryweryn can be higher than the release level indicated at the centre on the day.

The Upper section from the Chipper to the Campsite is graded as 3-4. The Lower section from the Campsite to Bala is graded 2-3 with Bala Mill falls at Class 4. This last rapid has a leat running above the drop so can easily be avoided.

The Provider has a responsibility to remain within the remit of the award being delivered and have students with an appropriate level of skill and experience useful in the environment and also have a positive experience.

Kayak - Coaching and Leadership Courses

Coaching Course	Section	Duration
White Water Kayak Coach Training	Lower	1 day out of 2
White Water Kayak Coach Assessment	Lower	1 day
Advanced White Water Kayak Coach Training	Upper	1 day out of 2
Advanced White Water Kayak Coach Assessment	Upper	1 day

Leadership Course	Section	Duration
White Water Leader Training	Lower	1 day out of 2
White Water Leader Assessment	Lower	
Advanced White Water Leader Training	Upper	1 day out of 2
Advanced White Water Leader Assessment	Not Permitted	

River Tryweryn (Canoe)

Due to its grading and the narrow and tree-lined nature of the lower river, its use, particularly for canoe courses, requires consideration and management by the award Provider. The harder sections of the river are not easily portaged. Any trainer or assessor using the river would need to know it well and use effective judgement, as well as utilising clear briefings and task setting.

The Provider has a responsibility to remain within the remit of the award being delivered and have students with an appropriate level of skill and experience useful in the environment, and also for all involved to have a positive experience.

Coaching Courses

Coaching Course	Section	Duration
White Water Canoe Coach Training	Lower (see note 1a)	1 day
White Water Canoe Coach Assessment	Lower (see note 1a)	
White Water Canoe Coach (Advanced Water) Training	Upper and/or Lower (see note 1b)	1 day
White Water Canoe Coach (Advanced Water) Assessment	Upper and/or Lower (see note 1c)	Part of the assessment

Canoe Leadership Awards

Leadership Course	Section	Duration
Canoe White Water Leader Training	Lower (see note 1a)	1 day
Canoe White Water Leader Assessment	Lower (see note 1a)	
Advanced Canoe White Water Leader Training	Upper and/or Lower (see note 1d)	1 day
Advanced Canoe White Water Leader Assessment	Upper and/or Lower (see note 1d)	Part of the assessment

Notes:

1a – The lower river has sections that are above the requirements for this award. Trainers or assessors utilising this section of the river will need to carefully manage these sections, take on the leadership role if these sections are to be paddled and ensure that candidates are clearly briefed with regard to the task and responsibility if the sections are to be negotiated other than by paddling, i.e. portage, lining, etc.

1b – Whilst the upper river provides some useful coaching sections, its powerful, fast and narrow nature can be intimidating to learners being coached. In addition, the managed nature of the upper site means that it is not the same as a wild river. Because of this, the Tryweryn should not be the only river of the grade used during any White Water Canoe Coach (Advanced Water) Training.

1c – The upper river should only be used if the candidate has brought along their own learners and they are confident that the learning environment suits their needs and abilities.

The assessor retains overall responsibility for the assessment and therefore would need to also be satisfied that the use of the upper river was appropriate. The coaching sessions would need to utilise the grade 3 sections and not be solely on the grade 2 linking sections. It would not be suitable for use with unknown learners on a Canoe Coach (Advanced Water) assessment.

1d - The managed nature of the Upper Tryweryn means that it does not have some of the features that may be encountered on a wild river. For this reason, the Upper Tryweryn should not be the only river of its grade utilised during an Advanced Canoe Leader assessment. It could, however, be used in conjunction with another wild river to give a fuller picture of a candidate's performance. If the upper river is going to be used during training, the trainer needs to be confident that the learning environment suits the needs and abilities of their students as it may not be appropriate for all learners at this level.

The Provider will need to ensure that the group is signed in at the Tryweryn Reception in line with the Centre policies for external providers. The Provider will be expected to follow the guidelines for use of the venue supplied by the Tryweryn.

Professional Judgment and Integrity of British Canoeing Awarding Body Standards

British Canoeing Awarding Body training courses must be planned at appropriate venues and time of year to provide the best chance of having conditions as required for assessment. Providers are responsible for providing robust training against the course syllabus and will need to apply their professional judgement in using the conditions to maximise learning for participants. Assessment conditions should be experienced for at least some of the training course.

The decision to use conditions below that of assessment requirements may be deemed appropriate for the candidates' given ability level, or due to the weather/water conditions. In all cases, candidates must leave with a clear understanding of the standard expected at assessment and an appropriate and individualised action plan covering all relevant environments.

If the integrity of a training or assessment course will be compromised it should, of course, be cancelled, this may be necessary prior to, or during, the course. Providers may reschedule one (or more) days of the course if conditions are not as required. Candidates must be warned that courses will be cancelled if conditions are not appropriate and the course cancellation policy must be clearly communicated.