



**Scottish Canoe Association**  
**Comann Curach na h-Alba**

## **Delivery Centre Fees**

Valid from 1st January 2024

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

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SCA 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 BCAB 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.

	Course Admin Fees
Coaching Qualifications	<ul style="list-style-type: none"> <li>£20.80 per person per course</li> </ul>
Bell Boat Helm	<ul style="list-style-type: none"> <li>£22.88 Full/Junior members</li> </ul>
Leadership Qualifications	<ul style="list-style-type: none"> <li>£10.40 per person per course</li> </ul>
Paddle Safer	No fee (administered through Go Paddling website)
<ul style="list-style-type: none"> <li>SUP Safer</li> <li>Paddlesport Safety and Rescue Training (PSRT)</li> <li>Introduction to White Water Safety</li> <li>Sea Kayak Safety and Rescue</li> <li>Inland Open Water Safety and Rescue</li> </ul>	<ul style="list-style-type: none"> <li>£10.40 Full/Junior members</li> <li>£15.60 non-members</li> </ul>
<ul style="list-style-type: none"> <li>White Water Safety</li> <li>Advanced White Water Safety and Rescue Training</li> <li>Surf Safety and Rescue</li> <li>Advanced Surf Safety and Rescue</li> </ul>	<ul style="list-style-type: none"> <li>£15.60 Full/Junior members</li> <li>£20.80 non-members</li> </ul>
Navigation Course	<ul style="list-style-type: none"> <li>£15.60 Full/Junior members</li> <li>£20.80 non members</li> </ul>

Foundation and Intermediate Modules	<ul style="list-style-type: none"> <li>• £15.60 Full/Junior members</li> <li>• £20.80 non members</li> </ul>
Paddle Awards Start	<ul style="list-style-type: none"> <li>• No fee (administered through Go Paddling website)</li> </ul>
Paddle Awards Discover	<ul style="list-style-type: none"> <li>• £6.24 per person (administered through Go Paddling website)</li> </ul>
Paddle Awards Explore	<ul style="list-style-type: none"> <li>• £6.24 per member per course</li> <li>• £8.32 per non-member per course</li> </ul>
Personal Performance Awards	<ul style="list-style-type: none"> <li>• £10.40 per member per course</li> <li>• £20.80 per non-member per course</li> </ul>
Guide Module	<ul style="list-style-type: none"> <li>• £10.40 Full/Junior members</li> <li>• £15.60 non members</li> </ul>
Guide Endorsement	<ul style="list-style-type: none"> <li>• None - However Guides can choose to Join the Delivery Partner Scheme (See Scheme for Fees)</li> </ul>

## 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.

- British Canoeing (for those living in England)
- Canoe Association of Northern Ireland
- Canoe Wales
- Scottish Canoe Association

	Candidate Registration
Paddlesport Instructor Registration	• £46.80
Coach Award Registration	• £46.80
Coach Award Assessment Check-in	• Free
Performance Coach (Includes 3 x Mentor Sessions)	• £145
Bell Boat Helm Assessment Check In	Free
Leadership Qualifications	• £40.56

### Accredited Prior Learning Applications

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

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

## Delivery Centre Processing Fees

### Appeals

<b>Fee</b>	£50 (Fully refunded if the appeal is approved)
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SCA reserves to waive the appeal fee.

### Provider Role Orientation Fees

Type of Orientation	Online (half day or less)	Online (multi day)	Face to Face
Guideline fee	£62.50	Equivalent to face to face fee	£187.50 per day

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

### Provider Hot Topic Sessions

Type of Activity	Online Sessions	Face to Face Sessions	Face to Face training as the result of malpractice or maladministration (+ Travel at cost)
<b>Guideline fee</b>	Free	Free	£312.50 per day

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

## Provider Standardisation Fees

<b>Type of Standardisation</b>	Annual online Standardisation	3 yearly Face to Face Standardisation	Face to Face Standardisation as the result of malpractice or maladministration (+ Travel at cost)
<b>Guideline fee</b>	Free	£156 per day	£312.50 per day

SCA reserves the right to offer discounts to support organisation objectives, through bursaries and/ or early booking discounts - fees 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.

<b>Type of Activity</b>	Desk based work	Face to Face work	Attendance at appeals, hearings or tribunals.

<b>Guideline fee</b>	Charged per hour (rounded up) at £39 per hour.	£312.50 per day per person	£437.50 per day
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## 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