

## Registration Guidance

### Introduction

Anyone wishing to pursue a Coaching Qualification or Leadership Qualification is required to centrally register with the appropriate National Association (British Canoeing, Canoe Wales, Scottish Canoe Association, Canoe Association of Northern Ireland)

Registration is separate from booking a place on a course; the latter is done directly with the course provider. It is worth noting that many course providers want to see evidence of registration at the point of booking.

The following Guidance is for SCA Members to register for a course, if you are a member of Canoe Wales, British Canoeing (England) or Canoe Association of Northern Ireland please contact your National Association.

Canoe Wales [www.canoewales.com](http://www.canoewales.com)

British Canoeing [www.britishcanoeing.org.uk](http://www.britishcanoeing.org.uk)

Canoe Association of Northern Ireland [www.cani.org.uk](http://www.cani.org.uk)

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## Registration Guidance

### What is registration?

For some British Canoeing Awarding Body (BCAB) courses, registration is required. Registration is the process by which you confirm your intention to study towards a particular qualification. It includes:

- Checking of previous qualifications
- Completing and signing the Registration Form
- Medical Declaration (if required)
- Setting up and providing access to course resources and eLearning (where applicable)
- Acceptance of the terms and conditions of study and helps you understand your rights whilst undertaking the qualification and how your data will be used

Once you are registered you become a learner with the National Association and we are able to contact you with relevant information and updates to your course of study, help you find courses and local support or mentoring.

### When and where does registration take place?

It depends on the development pathway and type of course, we recommend that you register as early in your development journey as possible to access all of the support and learning resources. As a bare minimum and to support your learning we recommend registering at least two weeks before starting your training courses. Registration can be an online process through your membership portal.

### Qualifications that require registration and fees:

Registration varies depending on type of course and ranges between £17.50 and £45 depending on the qualification. The National Associations are subsidised by public sector grants to support UK functions and therefore international registrations range from £25 - £70.

Type of Qualification	Example	When	Fee
Paddlesport Instructor SUP Instructor	N/A	Before Course	£46.80
Coach Award	Sheltered Water Canoe and Kayak Coach	Before Assessment	£46.80
Performance Coach	Performance Sea Kayak Coach	Before Course	£145*
Leadership Award	Paddlesport Leader Surf Leader White Water (Advanced) Kayak Leader	Before Assessment	£40.56
Raft Guide	Stadium Raft Guide	Before Assessment	£40.56

\*Note that Performance Coach registration also includes three online mentoring sessions.

## What happens to my registration fee?

The SCA provides;	British Canoeing Awarding Body provides;
<ul style="list-style-type: none"> <li>● Advice support and guidance</li> <li>● registration services</li> <li>● Internal verification and standardisation</li> <li>● Workforce support</li> <li>● Access to digital platforms and resources</li> <li>● Administration of qualifications</li> </ul>	<ul style="list-style-type: none"> <li>● Advice support and guidance</li> <li>● Administration of qualifications</li> <li>● Design and development and continual review of qualifications</li> <li>● Design and developments of resources and eLearning</li> <li>● Insight and innovation</li> <li>● National Association compliance verification visits</li> <li>● Ofqual and other regulatory body compliance</li> </ul>

## How does registration support me?

The aim of the registration service is to support your development as a learner and opportunities for us to ensure you get the most from your chosen development pathway.

Direct registration benefits include:

- Coaching qualifications meet both Ofqual and British Canoeing Awarding Body registration requirements.
- Ensuring that we collect the required data to administer your qualification on your behalf and ensure you understand how that data is used.
- Checking that you hold all of the required training and qualifications (reducing unsuccessful assessments and candidates attempting qualifications that they are not ready for).
- Reducing administration checks required on assessments via the included check in service allowing you to focus on your assessment.
- Ensuring that we understand the demand for our courses, allowing us to develop appropriate numbers of providers and work with providers to ensure sufficient numbers of courses are available.
- Monitoring development and offering support to candidates who are not moving through their pathway as expected.
- Quick and free opportunities to change your pathway if circumstances change.

Indirect Registration benefits include:

- Ensuring that we supply you with the right resources at the right time to support you in your development and your chosen pathway.

- Ensuring we collect the appropriate medical declaration information and where required, plan for and agree to reasonable adjustments.
- Allowing us to support your development pathway and share with you appropriate assessment opportunities.
- Reducing the risk of candidates attending courses before they are sufficiently experienced and prepared.

### What do I need to do before I register?

Prior to starting registration is important that you understand:

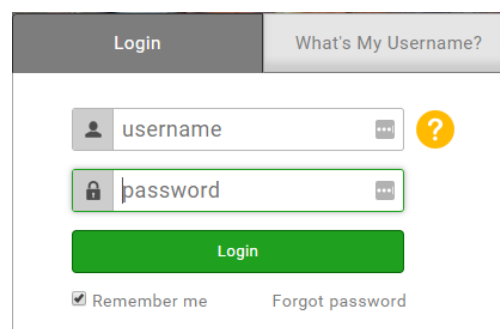
1. The training and qualification requirements of the qualification you wish to study.
2. The age requirements for the qualification.
3. Some registrations have a validity period, it is important that you understand when your registration may expire or need to be renewed.
4. You need to be a full on the water member and your record should be up to date with all your training and qualifications. For example: First aid up to date and on your record.

I am ready to register, how do I do it?

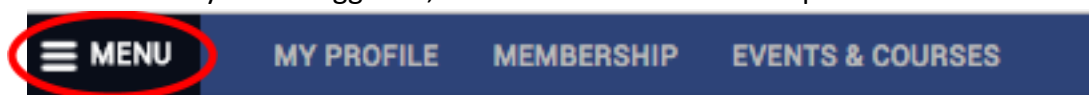
1. Sign in to your membership record by clicking **Login** located on the top right of the canoescotland.org
2. Log in to the portal using your username and password.

TIP: You can find out your username and reset your password on this screen too.

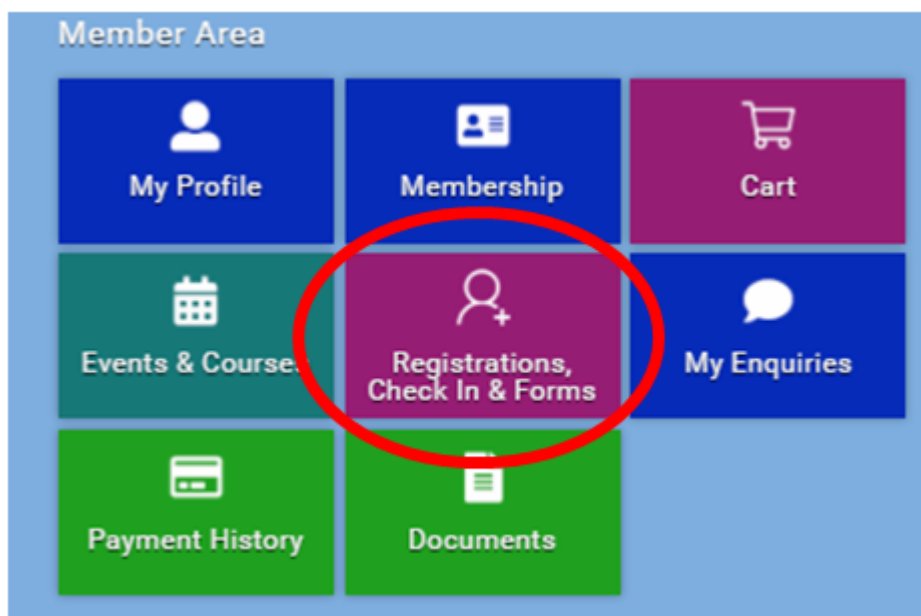
TIP: Your username is usually your membership number.



 A screenshot of the login form. It has a tabbed interface with 'Login' selected and 'What's My Username?' as an alternative. The form includes a 'username' field with a user icon, a 'password' field with a lock icon, and a green 'Login' button. Below the button are checkboxes for 'Remember me' and a link for 'Forgot password'.

3. When you are logged in, click the **Menu** tab at the top of the screen.



4. Within the **Member Area** Select the Registrations



















## Registration Dashboard



- Once on the Registration Dashboard, you can start a registration, APL or Check-in and see your existing or part completed registrations, APL or check-ins.

In the next section we get to grips with the Registration Dashboard.

**Add Registration or Check-in**  
 Used to start a new  
 Registration or to start an  
 assessment check-in.

New registration						
<a href="#">Add Registration or Check In</a>		<a href="#">Add Accredited Prior Learning</a>				
Registration ID	Category	Registration	Submitted Date	Expiry Date	Status	
REG000816	Registration	Advanced Sea Kayak Leader Registration		31/03/2017	Draft	 
REG000697	Registration	Paddlesport Instructor Registration	09/07/2018	31/03/2017	Parental Approval	 
REG000696	Accredited Prior Learning			31/03/2017	Draft	 
	Registration	Level 1 Coach Registration	22/11/2016	31/03/2017	Approved	 
REG000816	Registration	Advanced Sea Kayak Leader Registration		31/03/2017	Draft	 
REG000697	Registration	Paddlesport Instructor Registration	09/07/2018	31/03/2017	Parental Approval	 
REG000696	Accredited Prior Learning			31/03/2017	Draft	 
	Registration	Level 1 Coach Registration	22/11/2016	31/03/2017	Approved	 

### Registration Overview

- This is a record of all your registrations, check-ins and APL applications, they are listed in the order requested with newest applications at the top.
-  The Edit/ Submit button allows you to go back in to an application and make amendments and submit a completed application.
-  The Download button allows you to download a pdf of your check-in or registration, this can be shown to your course provider on the device or printed and taken to the course

## Dashboard States Explained

### Registration ID

Unique reference number that is specific to this application and can be used in correspondence to resolve issues.

### Category

Indicates the type of application, Registration, Check-in or Accredited Prior Learning.

### Registration

Name of the Qualification registered for or checked -in for (blank for APL applications)

### Submitted Date

Date you applied for the APL, Registration or Check-in.

### Expiry Date

Date the registration, check-in or APL expires N:B there may be other conditions linked to a registration and its validity for example membership must be in date at the point of registration and when you attend the course. Check-ins may become invalid if your First Aid qualification expires after the check-in date.

### Status

Draft	=	this is an application that is not complete or has not been submitted
Parental Approval	=	a complete application from a candidate who is under 18, in this state we are waiting for a parent or guardian to confirm consent.
Awaiting Approval	=	this is an application that you have submitted that could not be automatically approved, this could be for a few reasons: <ol style="list-style-type: none"> <li>1. Your record is not passing the authorisation checks e.g First Aid Expired.</li> <li>2. The application has been randomly selected for internal verification.</li> <li>3. You have completed a medical declaration.</li> </ol>
Approved	=	Your application has been approved
Expired	=	Your APL, Registration or Check-in has expired
Rejected	=	You application has not been successful (an email will have been sent with detailed reasons)

TIP: to reduce instances of course going in to the 'awaiting approval' ensure you records are fully up to date before requesting course authorisation

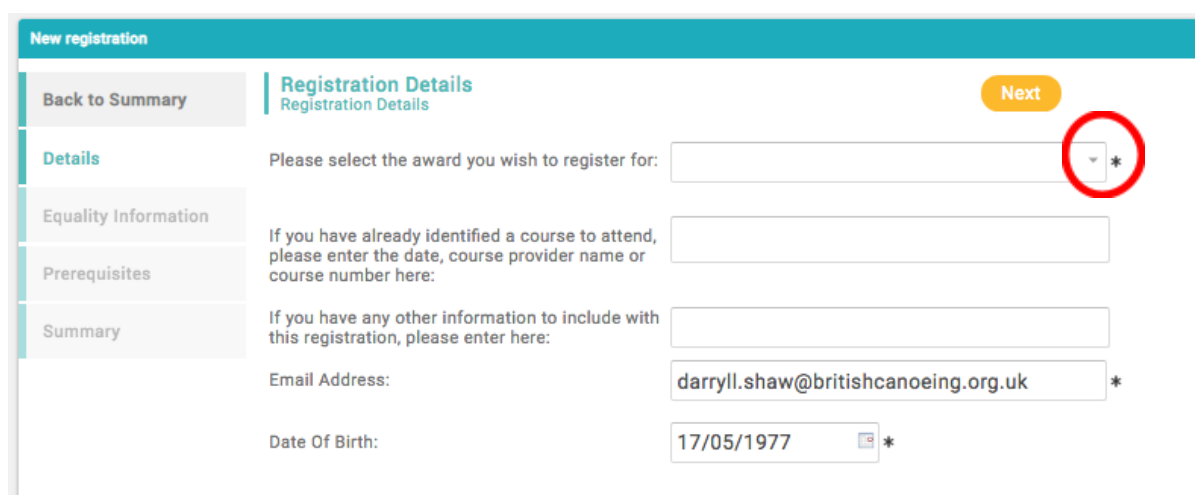
## New Registration or check-in

To start a new registration:

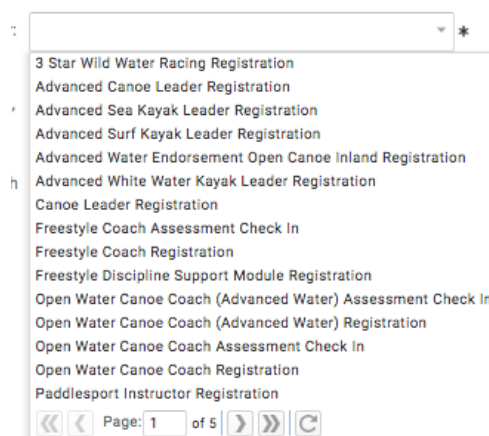
1. Click the **Add Registration or Check In** Button.
2. Select the **Award** you wish to register for, by selecting the drop-down menu and selecting the course from the list.



TIP: ensure you select the right course, for example for Freestyle Coach there will be both a registration and a check-in option.



Tip: use the arrow buttons to navigate through the Courses to find the registration or check in you are looking for.



3. Once you have selected the title please tell us if you have already found a course, know the date of the course or if there is a specific issue you want us to be aware of, for example if this is a last-minute application due to plans changing.
4. You can change your email address from the one linked to your membership if required, however please note this doesn't change your primary email address and it will be used for all correspondence related to this application.
5. Click next to move to the Equality screen



## Equality Information

Once you are in the Equality Information page you will find that your details have been automatically added to the application from your membership record, please check the information and edit if required, once happy you can click **next**.

New registration

[Back to Summary](#)

[Previous](#)
[Next](#)

[Details](#)

[Equality Information](#)

[Prerequisites](#)

[Summary](#)

### Equality

#### Equality

#### Disability

Do you consider yourself to be disabled?:

Prefer not to answer

Please identify the nature of your disability:

Please specify:

#### Ethnic Group

Please indicate your ethnic group :

Prefer not to say

Please specify:

#### Religion

What religion, religious denomination do you belong to?:

Prefer not to say

Please specify:

#### Sexual Orientation

Gender:

Prefer not to answer

Please indicate which of the following best describes how you think about yourself:

Prefer not to say

Please specify:

TIP: if you haven't completed this section of your membership profile yet, you can complete it here, this will then update your membership record.

## Prerequisites

There will be a short delay moving from the equality screen to the prerequisites screen to allow the system to check if your record meets the minimum requirements for your application to be successful.

If it has been successful you can click **next** and move to the summary and payment screens, if it has not been successful you will be asked to upload any missing qualification to support your application and the application will be submitted to be checked by a member of the coaching team within two working days.

## Registration Details Summary

To complete the application, you need to read and agree to the *Statement of Physical Competence*, and *Declarations* and click **Finish and Pay**.

You will now return to the Course Dashboard and you will be able to check the status of your authorisation, you will also be sent an automatic email stating the course details and next steps (if required).

## Withdrawal of Application and Mistakes


Once an application has been submitted any changes need to be carried out by SCA Admin, these should be emailed to [hello@canoescotland.org](mailto:hello@canoescotland.org) detailing the Registration ID, your membership number and the issue to be resolved.

Issues must be resolved prior to submission and payment being made.

## Payment

The payment screen gives you the option to pay by: debit/credit card or direct debit - in this circumstance the Debit is a single transaction and doesn't set up a recurring payment (only membership sets up a recurring payment)

1. Check the item summary, to ensure that the correct registration is selected and that the fees are correct.

ITEM SUMMARY		QTY	NET TOTAL	TAX	TOTAL
	Freestyle Coach Registration (Lara Cooper)				
	Scottish Canoe Association Freestyle Coach Registration <input type="button" value="Save for Later"/> <input type="button" value="Remove"/>	1	£45.00	£0.00	£45.00

If there are any issues contact us at [hello@canoescotland.org](mailto:hello@canoescotland.org).

#### To pay by card:

1. Click pay with card, enter your card details when prompted.
2. Whilst the payment is processed do not click back or refresh.
3. You will automatically be sent a receipt by email, however on the payment successful screen you can also download a PDF receipt.

#### To pay by Direct Debit

1. Click pay via direct debit, enter your bank details when prompted.
2. Whilst the payment is processed do not click back or refresh.
3. You will automatically be sent a receipt by email, however on the payment successful screen you can also download a PDF receipt.

#### Parental Consent

If at the point of registering you are under the age of 18, we require a parent or guardians' consent for your registration to be processed.

1. Your parent or guardian will be automatically contacted via email.
2. To consent to the registration being processed they need to click the link in the email.
3. Please ensure your parent or guardian is aware of your intention to take the award and ask them to look out for the email.
4. If they do not receive the email within 24hrs of the registration fee being paid please contact us on [hello@canoescotland.org](mailto:hello@canoescotland.org) (please ensure you have checked junk folders prior to contacting us).