



## Delivery Centre Fees 2025

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### Content

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Introduction                                                      | 2  |
| Summary of fees for BCAB Qualifications and Awards                | 3  |
| National Association Fees                                         | 7  |
| Accredited Prior Learning Applications                            | 8  |
| Delivery Centre Fees                                              | 9  |
| Fees Associated with Malpractice, Maladministration and Sanctions | 11 |
| Policy Review Arrangements                                        | 11 |
| Contact us                                                        | 12 |

### Introduction

Paddle Cymru 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 on to learners as an additional fee, however, they may be incorporated into course costs.

|                                                        | <b>Course Administration Fees</b>                                    |
|--------------------------------------------------------|----------------------------------------------------------------------|
| Coaching Qualifications<br>(PI, SUP I and Coach Award) | £22.00 per person per course                                         |
| Bell Boat Helm                                         | £24.00 members                                                       |
| Leadership Qualifications                              | £12.00 per person per course                                         |
| Paddle Safer<br><br>SUP Safer                          | No fee (the awards are administered through the Go Paddling website) |

|                                                                                                                                                                                                                                                                                             |                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <p>Paddlesport Safety and Rescue Training (PSRT)</p> <p>Sea Kayak Safety and Rescue</p> <p>Inland open Water Safety and Rescue</p> <p>Surf Kayak Safety and Rescue</p> <p>Stadium Safety and Rescue Training</p> <p>Introduction to White Water Safety</p> <p>Swimmer Safety and Rescue</p> | <p>£11.00 Members</p> <p>£16.00 Non-Members</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

|                                                                                                      |                                                 |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <p>White Water Safety and Rescue Training</p> <p>Advanced White Water Safety and Rescue Training</p> | <p>£16.00 Members</p> <p>£21.00 Non-members</p> |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------|

|                                                                                                                                                                                          |                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <p>Navigation Courses</p> <p>CNTP and OWNTP (available until 31 January 2025)</p> <p>Navigation Modules (Navigation for Paddlers, Open Crossings, Surf and Swell, Tides and Weather)</p> | <p>£15.60 Members</p> <p>£20.80 Non-members</p> <p>£11.00 Members</p> <p>£16.00 Non-members</p> |
| Paddle Ability                                                                                                                                                                           | No fee                                                                                          |
| 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                                                                                                                                                                    | <p>£7.00 Members</p> <p>£9.00 per non-member per course</p>                                     |
| Personal Performance Awards                                                                                                                                                              | <p>£11.00 per member per course</p> <p>£21.00 per non-member per course</p>                     |
| Guide Module                                                                                                                                                                             | <p>£11.00 per member per course</p> <p>£16.00 per non-member per course</p>                     |

|                   |                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------|
| 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.

- Paddle UK
- Paddle NI
- Paddle Cymru
- Paddle Scotland

|                                                     | <b>Candidate Registration</b> |
|-----------------------------------------------------|-------------------------------|
| SUP Instructor Registration                         | Per candidate £48.00          |
| Paddlesport Instructor Registration                 | Per candidate £48.00          |
| Coach Award Registration                            | Per candidate £48.00          |
| Coach Award Assessment Check-in                     | Per candidate - Free          |
| Performance Coach<br>(Includes 3 x Mentor Sessions) | Per candidate £145            |

|                                                                                                  |                      |
|--------------------------------------------------------------------------------------------------|----------------------|
| Bell Boat Helm Assessment<br>Check-In                                                            | Per Candidate - Free |
| Leadership Registrations (all<br>Leader and Raft Guide)<br><br>(Not required for Bell Boat Helm) | Per candidate £42    |

### Accredited Prior Learning Applications

|     | <b>Non-Member</b> | <b>National Association Member</b> |
|-----|-------------------|------------------------------------|
| Fee | £25               | £0 (100% discount)                 |

Paddle Cymru 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 Fees (Appeals)

|            |                                                |
|------------|------------------------------------------------|
| <b>Fee</b> | £50 (Fully refunded if the appeal is approved) |
|------------|------------------------------------------------|

Paddle Cymru reserves to waive the appeal fee.

## Provider Role Orientation Fees

|                            |                           |                                |              |
|----------------------------|---------------------------|--------------------------------|--------------|
| <b>Type of Orientation</b> | Online (half day or less) | Online (multi day)             | Face to Face |
| <b>Guideline fee</b>       | £62.50                    | Equivalent to face-to-face fee | £225 per day |

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

## National Trainer Sign Off

|                                                                                         |                                         |                                            |
|-----------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|
| Type of Role                                                                            | Tutor 1 day courses (e.g. PSRC courses) | Tutor 2 day courses (e.g. PSI/ SUPI Tutor) |
| Guideline fee ( <b>note:</b> travel costs and accommodation are additional and at cost) | SW - £365<br>MW/AW -£415                | SW - £620<br>MW/AW -£720                   |

## 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) |
|------------------|-----------------|-----------------------|--------------------------------------------------------------------------------------------|
| Guideline fee    | Free            | Free                  | £375.00 per day                                                                            |

Paddle Cymru 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

| Type of Standardisation | Annual online Standardisation | 3 yearly Face to Face Standardisation | Face to Face Standardisation as the result of malpractice or maladministration (+ Travel at cost) |
|-------------------------|-------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------|
| Guideline fee           | Free                          | £175 per day                          | £375 per day                                                                                      |

Paddle Cymru 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, include VAT. Fees will be at cost and charges for time based on £375 per day for each staff member involved (charged per hour (rounded up) at £45)

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

| Type of Activity | Desk based work                                           | Face to Face work       | Attendance at appeals, hearings or tribunals. |
|------------------|-----------------------------------------------------------|-------------------------|-----------------------------------------------|
| Guideline fee    | Charged per hour (rounded up) at £45 per hour per person. | £375 per day per person | £475 per day                                  |

## Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary, in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy when considering operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

## Contact Us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 01678 521 199

Email: [admin@paddlecymru.org.uk](mailto:admin@paddlecymru.org.uk)

Andy Turton

Paddle Cymru Coaching Manager

## 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