

# British Canoeing

## Paddlesport Leader

### Provider Notes

## Introduction

This document provides specific guidance for providers, trainers, and assessors on a range of matters relating to the British Canoeing Paddlesport Leader award and course delivery. The guidance aims to cover common matters, however further advice can be gained, if required, by contacting the Home Nation Association/s.

These Provider Notes should be read in conjunction with:

- British Canoeing Paddlesport Leader Course Guide
- British Canoeing Paddlesport Leader Assessment Guidance

The Course Guide provides details of the award and its general requirements. Whilst the accompanying Assessment Guidance expands on the award criteria, providing details of the techniques and skills to be covered, and the standards expected at assessment.

The following documents are also relevant for providers;

- Paddlesport Leader Provider Requirements
- Paddlesport Leader Sample Programmes and Lesson Plans
- British Canoeing Staffing Ratios & Requirements
- British Canoeing Coaching and Leadership Registration Prerequisites

These are all available to download from the Home Nation Association websites.

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## Assessment Course

### Introduction

In order to achieve the qualification candidates need to show competence in the following elements:

- A. Participant focused leadership skills
- B. Personal paddling skills
- C. Rescue skills
- D. Underpinning background knowledge, understanding and experience

The Assessment Criteria are detailed in the 'Paddlesport Leader Assessment Guidance' and summarized in the 'Paddlesport Leader Skills Checklist'.

### Staff Requirements and Course Length

The Paddlesport Leader Assessment will normally run over 1 or 2-days. This will depend on the course ratios and logistics relating to access of suitable environments.

- Assessment courses working on a 1:1 or 1:2 ratio can be run over one-day
- Assessment courses working on a 1:3 or 1:4 ratio must be run over two-days
- Modular courses will be run following the principles above.

Providers must obtain permission from their Home Nation if they wish to work outside these ratios.

Only licensed providers with the required 'Paddlesport Leader Provider' role are eligible to run British Canoeing Paddlesport Leader Assessment (and the endorsed Paddlesport Leader Training). Details of how to become a provider are detailed in the document 'Paddlesport Leader Provider Requirements'.

In most circumstances it would be appropriate to meet the assessment course candidates the evening before the day of assessment. This allows time for introductions and appropriate planning for the next day. More importantly this time enables the team to start to build good working relationships, for the Assessors to create an atmosphere that will help candidates perform their best, and for candidates to settle into the process. The more unfamiliar factors involved, the more important this is.

For all assessment courses (and British Canoeing endorsed Paddlesport Leader Training) a British Canoeing Licensed Paddlesport Leader Provider must take on the role of Course Director. Where second staff are deployed they must also be appropriately qualified, registered and licensed providers.

The Course Director is responsible for ensuring that all the requirements outlined in these Provider Notes, the Course Guide, Assessment Guidance and all associated documents are fulfilled and that the terms of their License Agreement are followed. The Course Director is responsible for, setting the course up, steering the culture and ethos of the assessment environment, ensuring the staff team delivers the required quality, at the appropriate level, and that all staff follow the necessary procedures.

### **Assessing Family, Friends, Colleagues etc.**

Assessors of British Canoeing Paddlesport Leader Assessments **must not** assess close friends or family. Assessors should avoid assessing colleagues, or employees. If this is unavoidable 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 and justifiable. Assessor/s must inform their Home Nation of any notable conflicts of interest and details of how they were managed when the end of course paperwork is submitted.

### **Lone Working**

It must be recognised that assessors are particularly vulnerable when they are working on their own, it is therefore particularly important to keep written evidence of observations of the candidates' performance against the assessment criteria. These may be required later if a decision is questioned.

### **Course Authorisation**

Course Authorisation is required for all British Canoeing Paddlesport Leader Assessments. The Course Director applies for Course Authorisation through their Home Nation Association (normally via email). Directors should check the minimum timescales with their Home Nation Association, as timescales of up to 4-weeks may apply. When approved, the provider will be informed of a specific Course Authorisation number, and provided with the required Course Schedule for recording candidate outcomes.

### **Recruitment and Pre-Course Information**

The Director plays a vital role in ensuring the right candidates book onto the course and register with their Home Nation Association. Appropriate pre-course information and advice must be provided to candidates. This should include:

- information about the qualification
- a request for information about any specific assessment requirements
- advice about what they need to bring and what is provided
- details of the course programme
- advice about the leadership skills required
- advice about the level of personal paddling skills required
- advice about the level of safety and rescue skills required
- advice about registration

The pre-course information should include a link to the Paddlesport Leader Assessment Guidance.

Directors also need to gather information from candidates prior to the course to enable them to tailor the course and begin to formulate suitable assessment plans. Candidates are able to choose the craft that they lead from, are expected to lead a multi-craft group; where possible this will be tailored to their normal working environment. This will obviously require planning to ensure it is set up appropriately.

Candidates are required to bring an up-to-date logbook of their paddling and leading experience to assessment. British Canoeing has an electronic format logbook available on request, or paddlers can of course produce their own.

### **Registration and Prerequisites**

Prior to attending a Paddlesport Leader Assessment course candidates are required to register with their Home Nation Association. Candidates should allow at least 2-weeks before their planned course for their registration to be processed and course materials sent out.

The registration process ensures candidates hold the necessary assessment prerequisites and have signed an appropriate declaration including statement of physical competence. Details of how to register and are available from the British Canoeing Home Nation Associations. Providers should ensure they are fully familiar with the process to ensure they can support and advise candidates appropriately.

Candidates must take evidence of their registration to the Assessment course.

The following prerequisites are required at the point of registration:

- Valid (within 3 years) 1-day first aid award
- Full Home Nation Association Membership

Candidates must be aged 16 or over at the time of assessment. Candidates under the age of 18 can take the award, but cannot be deemed responsible for leadership by law until they turn 18.

Initial registration is considered valid when accompanied by valid in-date first-aid training and full Home Nation Association membership; it does not otherwise expire.

Providers are required to check candidates hold all of the prerequisites prior to making the recommendation that they achieve the award. This involves checking, for example, original certificates, first aid validity, age, and Home Nation membership. Providers should also make the prerequisite evidence requirements clear to candidates in the pre-course information.

### **What to do if a candidate turns up without registration in place:**

The Paddlesport Leader award may be the first qualification a paddler takes and we should aim to encourage and support new Leaders as best we can. Providers must be seen to do everything they can to ensure that candidates turn up with evidence of their British Canoeing Registration. However if a candidate does turn up without registration (or the required evidence) it is up to the discretion of the Director as to whether the candidate is accepted to attend the course. It would be prudent to request a copy of registration evidence at the time of booking to avoid problems.

Course Directors are required to return the course schedule and evidence of registration to their Home Nation within 7-days of their course. If it is possible to accommodate candidates who do not have their registration evidence and still achieve the 7-day deadline this is acceptable.

Candidates must be made aware that if they are not able to provide evidence of registration within this time their attendance on the course may not be recognised. Course Directors should contact their Home Nation at the earliest opportunity should problems with registration arise.

Where the candidate is permitted to participate in the course, their registration must be processed by the relevant Home Nation Association prior to the course paperwork being submitted. If this has not been achieved the Director can enter the individual on the schedule as 'not recommended' and submit another schedule later (using the same course number).

Where registration is not in place Directors must make sure that all candidates:

- Have a copy of the Paddlesport Leader Course Guide
- Have a valid (within 3 years) 1-day first aid award
- Have full Home Nation Association Membership
- Are at least 16 years of age

### **End of Course Paperwork**

The Course Director is required to return a completed **Course Schedule** and **Evidence of Candidate Registration** for each candidate recommended for the award to their Home Nation Within 7-days of the course.

Once this paperwork is returned to the Home Nation Association, it will be verified to ensure that all aspects of the course details and candidate registration are in order. Successful candidates will then be certificated as appropriate. (There are no fees required at this stage).

Candidate who are unsuccessful at assessment retain their evidence of registration to present at a future assessment if they wish to proceed. Initial registration is considered valid when accompanied by valid first-aid training and full Home Nation Association membership; it does not otherwise expire.

Note: If the paperwork arrives at the Home Nation incomplete it will be returned to the Director.

### **Unsuccessful Candidates**

If a candidate is unsuccessful at assessment they can represent at a future assessment when they are ready. Deferrals for specific aspects of British Canoeing Paddlesport Leader Assessments are not allowed. Unsuccessful candidates must attend a full assessment if they wish to progress.

Candidates who are unsuccessful at assessment retain their evidence of registration to present at a future assessment if they wish to proceed. Initial registration is considered valid when accompanied by valid in-date first-aid training and full Home Nation Association membership; it does not otherwise expire.

As part of the assessment debrief it is important that all candidates are supported with appropriate action planning, so they understand the areas of development that are required prior to re-presenting at a future assessment.

### **End of Course Feedback**

Directors are required to gather, and act upon, feedback from candidates on the quality of training and assessment.

### **Feedback to Home Nation**

Any matters that are out of the ordinary must be reported to the Home Nation Association. Please note anything that will:

- Help the Home Nation process the candidates paperwork
- Evidence any reasonable adjustments made
- Evidence of notable conflicts of interest and how they were managed
- Act as a reminder of events in the case of an enquiry or appeal
- Record variations to standard expectations (e.g. venue or mock student requirements)
- help with the general development of the awards.

Feedback can be included in the end of course paperwork, or sent separately.

### **Mentoring**

Advice should be given to candidates about how to find a suitable mentor to help with their ongoing development. Establishing a mentoring partnership with a current, active and qualified paddlesport coach or leader is recommended.

### **Venues and Environmental Conditions for Assessment**

On assessments suitable venues that allow for robust assessment of all aspects of the syllabus are required. The conditions for the assessment need to include both **wind affected open water** and a **slow moving water**, this could involve rivers, inland open water and/or tidal waters. It is anticipated that each candidate would lead in the upper limits of both environments (providing it is appropriate for the participants/weather conditions on the day). Please see page 6 of the Course Guide for more details about the environmental conditions that frame the Paddlesport Leader qualification. It is important to use venues that reflect these definitions.

If the integrity of the course is 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.

It is not appropriate to undergo British Canoeing Paddlesport Leader assessments in conditions above the stated requirements. Providers will need to abort the course if such conditions come upon them, whilst obviously maintaining their leadership responsibilities.

### **Pollution**

British Canoeing Paddlesport Leader award assessments should be taken in the appropriate environment as defined above. 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 assessment that require deliberate immersion. An outdoor environment must be used; swimming pools are not considered an appropriate alternative.

## Assessment Methods

It is expected that Assessors should be able to gather sufficient evidence on candidate performance using a combination of the following methods;

- Observation of candidates performance whilst leading others
- Observation of candidates performance in specific set-up/simulation tasks
- Questioning

British Canoeing guidance suggests that the Paddlesport Leader qualification is appropriate for leading a group of up to 8 boats (reduced to 6 with open canoes), with no more than 12 people when using tandem/crew boats. The group of real students organised for assessment should reflect this demand whilst remaining within the assessor's own safety frameworks. Genuine students who require leadership support in the sheltered water environments should be sourced, a group size of 3-6 students is expected.

In organising the group for the leader to lead, they must be in a mixed fleet (with at least two different genres of craft (i.e. touring kayaks, open canoes, suitable sit-on-tops, general purpose kayaks, stand-up-paddleboards, racing craft or crew boats).

It is preferable that performance in all areas of the syllabus is observed in real applied activities. Where this is not practical specific tasks maybe set up; this is quite likely for rescue skills if the need for them has not occurred naturally. It is good practice to use appropriate questions to gain additional insight into a candidate's knowledge and understanding; these should be integrated throughout the assessment and not used as a stand-alone test!

It is not expected that there is a need for written tests or written work/projects, although providers may choose to set an appropriate planning exercise to cover this aspect of the syllabus.

## Course Content & Assessment Course Programme

British Canoeing has provided sample programmes for 1-day and 2-day assessment courses, that providers' can use if they wish.

Please see 'Paddlesport Leader Sample Programmes and Lesson Plans'.

## Main competencies Expected of Assessors

As a minimum, assessors should meet the following requirements;

- Be able to demonstrate technical competence in the discipline concerned
- Be able to demonstrate competence in the assessment of the syllabus
- Be able to use plain language which is free from bias and appropriate to our paddlesport qualifications
- Be committed to equal opportunities in assessment and have the ability to translate this commitment into practice

## Assessor Responsibilities

Providers are responsible for;

- Managing the process of assessment, of practical and written evidence, from assessment planning through to making and recording assessment decisions
- Implementing appropriate safety frameworks
- Assessing evidence of candidates' knowledge, understanding and competence against the standards specified in the Syllabus and Assessment Notes, and making reliable judgments about candidates' performance
- Ensuring the validity, authenticity and sufficiency of assessment evidence produced by candidates
- Clarifying any shortcomings in the presented assessment evidence and explaining to the candidate how to remedy them
- Remaining as unobtrusive as practicable during assessment, whilst being able to see and hear the candidate at work
- Giving and recording evaluative feedback as soon as possible
- Confirming success to the candidate as soon as they have demonstrated competence against all of the specified outcomes
- Agreeing further action with the candidate where appropriate
- Conducting assessment in the way that upholds the equal opportunities principles specified by British Canoeing; assessors must ensure that it is only the candidates' skills, knowledge, understanding, and competence that have a bearing on assessment results, which should not be influenced by any other factors. No candidate must be either discriminated against or given an unfair advantage
- Maintaining accurate and verifiable assessment records for each candidate
- Fulfilling British Canoeing administration requirements
- Follow the British Canoeing Guidance on Reasonable Adjustments to the Assessment Process where candidates find the assessment methods difficult

In order to achieve uniformity of assessment standards, careful attention should be paid to the Assessment Criteria and definitions provided in the Assessment Guidance.

Providers must provide clear guidance to candidates about the assessment process and completion of the various tasks, including;

- What candidates are required to do
- The assessment programme
- The relevant assessment criteria
- The assessment methods
- When candidates will receive feedback

## Facility and Resource Requirements – General

### Introduction

Further guidance is offered specifically for Training (page 14) and Assessment (page 8).

The use of appropriate facilities and resources are an important aspect of Paddlesport Leader Training and Assessment:

- Providers must provide a safe and appropriate operating environment for all elements of the programme that complies with relevant health and safety legislation
- Candidates need to be made aware of the expectations on them to make sure safe practice and an effective learning and/or assessment environment
- All activities must meet the requirements of accepted good practice outlined in the British Canoeing Terms of Reference for Paddlesport Coaching
- Risk assessments must be in place and appropriate risk management strategies engaged throughout all training and assessment activities
- Physical resources used must be of industry standard
- All staff must be fully familiar with current best practice and standards as appropriate to the British Canoeing Paddlesport Leader
- Providers must have appropriate leadership equipment to look after paddlers in their care during all activities
- 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
- Provider/s must provide a range of appropriate learning resources to cover the training course content

### Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not appropriate; the course cancellation policy must be clearly communicated. Courses must only go ahead where the environmental conditions are appropriate; this may mean that courses are cancelled on the day if things are not as predicted. See further guidance on requirements for training and assessment courses on page 8 and 14.

On all courses the Provider/s must have appropriate personal paddling kit and group leadership equipment. They must also provide a range of appropriate learning resources to cover the training course content.

## **PAT Testing**

PAT testing (portable appliance testing) is an important part of any health and safety policy. The Electricity at Work Regulations place a legal responsibility on employers, employees and self-employed persons to comply with the provisions of the regulations and take reasonably practicable steps to make sure that no danger results from the use of such equipment. The Health and Safety at Work Act (1974) places such an obligation in certain circumstances. Providers must make sure that all electrical equipment used meets PAT Testing requirements.

For more information visit [www.pat-testing.info/](http://www.pat-testing.info/)

# **British Canoeing Endorsed Paddlesport Leader Training**

## **Introduction**

Paddlesport Leader providers can offer a range of training opportunities for aspiring Paddlesport Leader's. British Canoeing endorsed Paddlesport Leader Training should cover the Paddlesport Leader award syllabus and help candidates identify areas where further development maybe required.

Candidates are also able to opt for bespoke training opportunities. For example, private tuition, in-house training, working alongside/shadowing other Leaders, symposium workshops etc. And we advise that Paddlesport Leader providers are well placed to offer this style of bespoke training to individuals or groups of individuals depending on their specific needs.

Courses that are advertised/sold as some form of training for the British Canoeing Paddlesport Leader Award can only be delivered by registered Paddlesport Leader Providers. For example, British Canoeing Paddlesport Leader Training, British Canoeing Paddlesport Leader Refresher Course, British Canoeing Paddlesport Leader Preparation for Assessment,

## **Staff Requirements**

British Canoeing endorsed Paddlesport Leader Training Course Staff: Registered Paddlesport Leader Providers

Number of Students: Minimum 1, Maximum 6

Providers must obtain permission from their Home Nation if they wish to work outside these ratios.

Only providers with the required role are eligible to run British Canoeing Paddlesport Leader Assessment and the endorsed Paddlesport Leader Training. Details of how to become a provider are detailed in the document 'Paddlesport Leader Provider Requirements'.

## **Course Length**

British Canoeing endorsed Paddlesport Leader Training can be delivered via a series of sessions or via a specifically calendared training course(s). The nature of the course programme will determine how long the training course is. All British Canoeing endorsed Paddlesport Leader Training courses

must be delivered over a minimum of 2-days. 1-day Refresher, Top-Up, or Preparation for Assessment courses may also be offered; it must be made clear to the candidate that these courses will not cover the full syllabus.

### **Course Authorisation**

Course Authorisation is required for all British endorsed Paddlesport Leader Training. The provider applies for Course Authorisation through their Home Nation Association (normally via email). Directors should check the minimum timescales with their Home Nation Association, as timescales of up to 4-weeks may apply. When approved providers will be informed of a specific Course Authorisation number, and provided with the required Course Schedule for recording candidate outcomes.

### **Candidate Registration**

Not required prior to British Canoeing endorsed Paddlesport Leader Training.

### **Recruitment and Pre-Course Information**

The provider plays a vital role in ensuring the right candidates book onto the course. Appropriate pre-course information and advice must be provided to candidates. This should include:

- information about the qualification
- a request for information about any specific learning requirements
- advice about what they need to bring and what is provided
- details of the course programme
- advice about the level of personal paddling skills expected
- advice about the level of safety and rescue skills expected

### **Prerequisites**

No formal prerequisites are required.

### **End of Course Paperwork**

The Course Director is required to return a completed **Course Schedule** to their Home Nation Within 7-days of the course. There are no fees at this stage. The Course Schedule must be completed in full.

### **Training Course Content**

Providers are responsible for planning an appropriate learning programme that covers relevant content associated with the qualification. It would normally be expected that the training programme covers all aspects of the syllabi; however providers have the flexibility to add increased weight to those areas of the syllabus that are particularly pertinent to the candidates on the course. This decision would obviously be shared and agreed with all of the candidates on the course. It is also expected that sessions are tailored to suit the environment that the candidates are most likely to be working within.

Sample Programmes and Lesson Plans are available for Providers to use if they wish, alternatively they can produce their own. Please see 'Paddlesport Leader Sample Programmes and Lesson Plans'.

The syllabus is defined in the 'Paddlesport Leader Assessment Guidance'.

Candidates must leave the training course with an appropriate action plan to support their development towards assessment. Candidates should also leave with an understanding of how their current performance relates to the assessment standard.

The Paddlesport Leader training course is normally run over consecutive days and involves a minimum 16-hours contact time. Many providers offer longer courses to allow more time for learning and development.

### **Introducing assessment**

During the training course candidates must be given:

- A rough outline of a typical assessment programme
- An outline of the assessment methods that will be used
- Clear guidance on what standard is expected at assessment
- An introduction to the Assessment Guidance
- Clear feedback on their standard and action points to help them prepare for assessment
- Opportunities to raise any questions or concerns about the assessment process
- Clear guidance on the assessment course prerequisites
- Advice on finding, and working with, a suitable mentor

### **Facility and Resource Requirements – Training**

British Canoeing recommend the Paddlesport Leader as the appropriate qualification for Leaders working in sheltered conditions. Training courses should therefore be run on venues that develop candidates towards this end goal. Providers must however choose suitable venues/conditions that allow for the safe judgment of the performance level of candidates at the start of the course.

British Canoeing endorsed Paddlesport Leader 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 (see page 8). The decision to use conditions at the lower end of the Paddlesport Leader remit 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.

Please see page 6 of the Course Guide for more details about the environmental conditions that frame the Paddlesport Leader qualification. It is important to use venues that reflect these definitions.

If the integrity of the course is 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.

It is not appropriate to undergo British Canoeing Paddlesport Leader Training in conditions above the stated requirements. Providers will need to abort the course if such conditions come upon them, whilst obviously maintaining their leadership responsibility.

## **Supporting Policies**

### **Appeals and Complaints**

If a candidate wishes to appeal or complain about the conduct of a British Canoeing Paddlesport Leader training or assessment course they should in the first instance raise the area of concern with their Trainer or Assessor in the hope that the matter can be amicably resolved between both parties. Where it is inappropriate that the Trainer/Assessor be confronted with the concern or there is no amicable solution, the candidate should contact the Home Nation Association where the course took place within 28 calendar days of the course. See 'Appeals Procedure' for further details. Course providers must inform candidates of the existence of the Appeals Procedure, and how to access it.

### **Equal Opportunities Policy**

British Canoeing 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 Home Nation Associations' Equal Opportunities Policies, or contact the Home Nation as above to make a complaint.

### **Reasonable Adjustments Policy**

British Canoeing supports the promotion of canoeing for disabled people and encourages them to take British Canoeing awards. The British Canoeing Paddlesport Leader Award is 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 'Reasonable Adjustments for Paddlesport Awards and Coaching' for further guidance.

### **Reporting Malpractice**

Any suspected malpractice, on the part of candidates, providers, or any others involved in providing the British Canoeing Qualifications must be reported to the relevant Home Nation Association. See the Home Nation Policies for more details.

### **Running British Canoeing Awards Overseas**

Providers who live abroad, or who wish to travel abroad to deliver British Canoeing Paddlesport Leader must refer to the Guidance Notes for British Canoeing Coaches Operating Aboard, available from the HNs or British Canoeing.

### **Quality Assurance (QA) and Internal Verification (IV)**

British Canoeing and Home Nation Associations monitor the quality of course delivery and assessment to ensure appropriate standards are maintained. As part of the Quality Assurance and Internal Verification requirements Directors must provide access to all premises, records, information, candidates, and staff (specifically in relation to the delivery of British Canoeing courses) to Home Nation QA/IV Officers or British Canoeing External Verifiers when requested.

### **Remaining Current as a Paddlesport Leader Provider**

The Paddlesport Leader provider is required to meet their Home Nation Coach Update requirements and agree to the British Canoeing Leadership Provider License. They are also expected to;

- Remain active coaching
- Remain up-to-date with current best practice in all aspects of the syllabus
- Demonstrate personal paddling competence in the relevant disciplines and environments
- Deliver a minimum of one Paddlesport Leader assessment course in each 3-year cycle

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

Providers who do not meet the minimum delivery requirements can put a case forward to keep their role if active (coaching and leading) in the specific environment, or active running relevant British Canoeing Awards in other disciplines. These will be considered by the Home Nation on a case-by-case basis.