

# **British Canoeing**

## **Level 3 Certificate in Coaching Paddlesport**

### **Course Guide**

# British Canoeing Level 3 Course Guide

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## Acknowledgements

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## Introduction


Welcome to the Level 3 Certificate in Coaching Paddlesport Course Guide. This guide describes the qualification and everything you need to do in order to achieve the award.

### Why choose a BCU Awarding Qualification?

- Our qualifications give you the hands on knowledge and competence to coach paddlesport activity
- British Canoeing has over 40 years experience running coach training and assessment qualifications
- British Canoeing Coaching qualifications have been endorsed by the United Kingdom Coaching Certificate, meeting national standards for coaching across sport in the UK.
- We are the only Awarding Body offering the United Kingdom Coaching Certificate in Paddlesport
- BCU Awarding will give you support and impartial advice whatever your past experience, skills or specific needs
- British Canoeing Coaching Qualifications have been accepted as the industry standard coaching qualifications for over 30 years

BCU Awarding is the Awarding Body recognised and regulated by the Qualifications and Curriculum Authority (QCA) and has been created to offer paddlesport coaching qualifications.

The BCU Awarding mission is to provide qualifications which are relevant and fit for purpose through a quality assured and cost effective qualification awarding service. Our qualifications have been accredited by the QCA and Scottish Qualifications Authority (SQA) against rigorous criteria and have been included in the National Qualifications Framework. This seal of regulatory approval means that you can have every confidence in the robustness and procedures that underpin the qualifications' design and delivery. The BCU Awarding Customer Services Statement is available from BCU Awarding on request.



**BCU Awarding is a division of British Canoeing; the National Governing Body for Canoeing in the UK. Proceeds go directly back into the development and advancement of paddlesport coaching!**

## The British Canoeing Coaching Pathway

The British Canoeing Coaching Pathway is made up of four levels. These levels reflect the experience and expertise of the coach.

**British Canoeing Level 1** - The Level 1 award is for those new to paddlesport coaching. The qualification is not discipline specific and therefore suitable to coaches who wish to work with paddlers from any of the competitive and non-competitive paddlesport disciplines. The Level 1 Coach can plan, deliver and review short coaching sessions, normally with the support of a more qualified coach. They can work with paddlers at any stage of development; receiving specific training to coach paddlers in their first year of activity and to run taster sessions.

The **British Canoeing Level 2** Coach is able to plan, deliver and review a series of six progressive sessions safely and effectively. Like the Level 1, this non-discipline-specific award is relevant to coaches who wish to coach any paddlesport discipline. Level 2 Coaches will work with paddlers predominantly in their first 3 years of paddling activity. The Level 2 Coach is able to offer guidance and support to the Level 1 Coach.

The British Canoeing Coaching Pathway is structured so that coaches can access training and become qualified in a variety of different paddlesport disciplines. This range of awards helps us to ensure that coaching excellence is available to participants whichever discipline they feel inspired to get involved in.

A **British Canoeing Level 3** Coach is a discipline specialist Coach who is able to plan, implement, and analyse long-term development programmes. This is an appropriate level of coach for a person to be in charge of paddlesport activities in a club / centre or as a working professional. From Level 3 onwards, coaches will specialise in one or more of the disciplines or environments listed below.

- Sprint \*
- Marathon \*
- Slalom \*
- Wild Water Racing \*
- White Water Kayak
- Sea
- Surf
- Open Canoe
- Touring
- Polo \*
- Freestyle \*

\* Bank-Based and Boat-Based options are available in these disciplines.

The **Level 4** award is under development.

## 1. The British Canoeing Level 3 Certificate in Coaching Paddlesport

A British Canoeing Level 3 Coach is trained and assessed to plan, deliver, and review long-term coaching programmes in their specialist discipline, where they are likely to have responsibilities for participants' development for up to a year.

The British Canoeing Level 3 Certificate in Paddlesport Coaching Award is relevant to potential coaches from all paddlesport disciplines including coaches who might work with competitive and non-competitive paddlers. The award develops the foundation coaching skills taught at Level 2 that will underpin future coaching behaviours and practice.

Unlike the Level 1 and 2 awards, the British Canoeing Level 3 award is a discipline specific award and is relevant to coaches who wish to coach in specialist areas of paddlesport.

British Canoeing Level 3 coaches will work with paddlers predominantly in the Long Term Paddler Development Train to Train, Train to Perform, and Recreational Phases (i.e. in their intermediate years of paddling activity). The British Canoeing Level 3 coach is able to offer guidance and support to the Level 1 and Level 2 Coaches, and is able to work alone delivering sessions safely and effectively.

### Remit

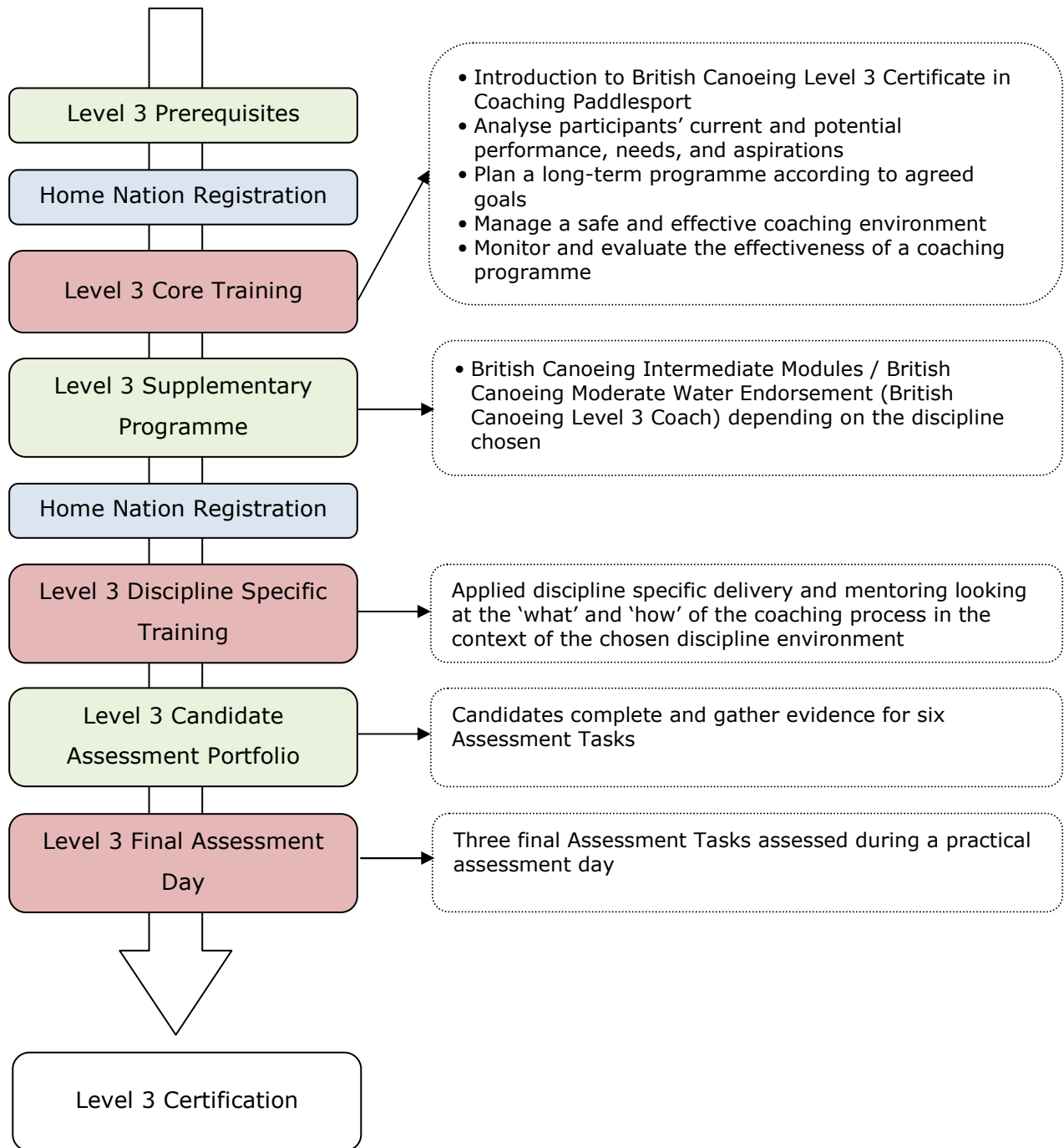
- The British Canoeing Level 3 Coach can operate in a moderate water environment in the discipline specific area of their assessment.
- The British Canoeing Level 3 Coach can train and assess paddlers for the British Canoeing 1 – 3 Star and Paddlepower (where meeting specific requirements).

See British Canoeing Terms of Reference for Moderate Water Definitions and guidance on working ratios.

### United Kingdom Coaching Certificate (UKCC)

The content of this award has been written in conjunction with the UKCC requirements in order that all coaches who successfully complete the Level 3 Certificate in Coaching Paddlesport will be recognised by the UKCC framework. The proposed learning outcomes, content, and assessment criteria for the British Canoeing award have been mapped against the UKCC requirements to ensure parity.

## 2. The British Canoeing Level 3 Pathway and Content Model



### 3. Registration and Prerequisites

Candidates wishing to become British Canoeing Level 3 Coaches will be required to register their intent with their Home Nation Delivery Centre prior to attending the Core and Discipline Specific Training. Details are available from the Home Nation Delivery Centres.

#### **British Canoeing Level 3 Core Training - Registration Prerequisites:**

At the point of registration the following prerequisites are required:

One of the following;

- British Canoeing Level 2 Training (4-days; and completed within last 12 months)
- British Canoeing Level 2 Coach
- British Canoeing Level 3 Coach, plus British Canoeing Coaching Processes Course completed within last 5 years
- British Canoeing Level 3 Coach, plus 2 day Level 2 Transfer Course completed within last 12 months
- British Canoeing Trainee Level 5 Coach completed within last 5 years
- British Canoeing Level 5 Coach

Plus;

- 18 years of age, or older
- Registration Fee £17.50 for Comprehensive/Full Home Nation Association Members

#### **British Canoeing Level 3 Discipline Specific Training - Registration Prerequisites:**

At the point of registration the following prerequisites are required:

- British Canoeing Level 3 Core Training completed within last 2 years,  
**OR** Updated British Canoeing Level 3 Coach in another discipline
- British Canoeing Moderate Water Endorsement, 4 Star Leader, British Canoeing Level 3 Coach, or Competition Performance/Safety (See Discipline Specific Course Guide Supplement for details)
- British Canoeing Intermediate Module/s (see Discipline Specific Course Guide Supplement for details)
- 18 years of age, or older
- Registration Fee £39 for Comprehensive/Full Home Nation Association Members (this includes the assessment registration fee)

Candidates that have previously completed a Discipline Specific Training (and not concluded assessment) who wish to switch disciplines need to register with their Home Nation, rescinding their former discipline specific status and CR Form.



## 4. British Canoeing Level 3 Core Training

### Aim

The aim of the British Canoeing Level 3 Core Training Programme is to provide candidates with the tools to plan, deliver, and review long-term coaching programmes in their specialist discipline(s), where they are likely to have responsibilities for participants' development for up to a year.

### Registration

Candidates are required to register with their Home Nation Delivery Centre prior to attending the British Canoeing Level 3 Core Training. See details/prerequisites on page 8.

### Content

The British Canoeing Level 3 Coach Core programme provides an in depth look at the Coaching Process in the context of intermediate and long-term coaching. As such the programme will cover aspects of the following;

- The roles and responsibilities of a Level 3 Paddlesport Coach
- To be able to safely deliver a series of 12 pre-planned discipline specific sessions over the course of a year
- Consolidation of and advancement of the British Canoeing Level 2 coaching processes
- Develop coaching process to promote long-term learning for students
- To profile and create a plan to aid a learners development
- To develop participants performance at an intermediate level
- To deliver sessions where students individualised needs are identified and coached
- Effective use of coaching behaviours
- Evaluate and analyse participants performance
- Review strategies for coaching and performance

**Duration** - The British Canoeing Level 3 Core training course is 3 days duration. These may be run over consecutive days or run over evenings or non-consecutive days.

**Delivery** - Provision of the British Canoeing Level 3 Core Training programme is delivered at a Regional or National level via Home Nation Delivery Centre appointed Training Providers. See Home Nation Website for details and dates.

**Validity** - The Core Training Course remains valid for two years. If candidates wish to progress to the Discipline Specific Training they must do so within this two year timeframe.

## 5. British Canoeing Level 3 Supplementary Programme

### Aim

The aim of the supplementary programme is to ensure rounded learning and knowledge across the range of Level 3 Technical, Tactical, Physiological, Psychological competencies.

### Content

The content of the supplementary programme differs for each discipline, please see the Discipline Specific Course Guide Supplement for details. Here is an outline:

Non-Competition Discipline Candidates are required to complete;

- British Canoeing Moderate Water Endorsement (**OR** British Canoeing Level 3 Coach) in the relevant discipline
- At least one of following British Canoeing Intermediate Modules;
  - Optimising Fitness and Performance 1,
  - Optimising Fitness and Performance 2,
  - Coaching the Mind for Paddlesport

Competition Discipline Candidates are required to complete;

- Coaches working towards a boat-based award are required to evidence personal skills performance
- Relevant British Canoeing Safety Training
- The following British Canoeing Intermediate Modules;
  - Optimising Fitness and Performance 1,
  - Optimising Fitness and Performance 2,
  - Coaching the Mind for Paddlesport

OR Have completed one of the above British Canoeing Intermediate Modules and are a British Canoeing Level 3 Coach in the relevant discipline

### Delivery

The Supplementary programme will be delivered at Regional or National level via Home Nation Delivery Centre appointed Training Providers. See Home Nation Website for details and dates.

### Registration

Candidates are NOT required to register with their Home Nation Delivery Centre prior to attending the British Canoeing Intermediate Modules; but are required to prior to Moderate Water Endorsement. Contact Home Nation for more details.

## 6. British Canoeing Level 3 Discipline Specific Training

From British Canoeing Level 3 onwards, coaches will specialise in one or more of the following disciplines or environments;

- Sprint \*
- Marathon \*
- Slalom \*
- Wild Water Racing \*
- White Water Kayak
- Sea
- Surf
- Open Canoe
- Touring
- Polo \*
- Freestyle \*

\* Bank-Based and Boat-Based options are available in these disciplines.

### Content

The Discipline Specific course provides applied discipline specific training looking at the 'what' and 'how' of the coaching process and the technical and tactical skills required to effectively coach boat handling techniques and manoeuvres in the context of the chosen discipline environment. Further details of these discipline specific modules are available in separate British Canoeing Level 3 Discipline Specific Course Guide Supplements.

### Registration

Candidates are required to register with their Home Nation Delivery Centre prior to attending the British Canoeing Level 3 Discipline Specific Training. See details/prerequisites on page 8.

The provider of the course will make sure you are aware of the format and let you know if any prior experience is required.

### Delivery

The British Canoeing Level 3 Discipline Specific Training Programme will be delivered at Regional or National level, via Home Nation Delivery Centre appointed Training Providers. See Home Nation Website for details and dates.

### Duration

The British Canoeing Level 3 Discipline Specific programme is a two-day course. This can be run as either two consecutive days or split over weekends or evenings.

### Validity

The Discipline Specific Training Course remains valid for two years. If candidates wish to progress to Assessment they must do so within this two year timeframe.

## 7. British Canoeing Level 3 Assessment

### Introduction

The Assessment is in two parts:

1. **Candidate Assessment Portfolio** - Candidates are required to complete an Assessment Portfolio; this contains 6 assessment tasks that are completed by the candidate between completion of the Discipline Specific Training, and the final Assessment Day
2. **The Final Assessment Day** – this includes 3 direct/practical assessment tasks

### Part 1 - Candidate Assessment Portfolio

*(Independent tasks completed prior to the assessment day)*

The Candidate Assessment Portfolio contains Assessment Tasks 1 – 6, these provide evidence required to apply for the Final Assessment Day and Certification. The completed portfolio must be sent to the Final Assessment Day Course Director, prior to the final Assessment.

The Assessment Portfolio contains the following six tasks;

- Assessment Task 1                      Indirect Assessment of Coaching Skills
- Assessment Task 2                      Associated Logged Experience
- Assessment Task 3                      Syllabus Understanding
- Assessment Task 4                      Mentored Coaching Review
- Assessment Task 5                      Mentoring Others
- Assessment Task 6                      Critical Analysis Questions

Candidates Portfolio review will take place prior to the final assessment day with the assessor either collecting it in the week before or by meeting with candidates the evening before.

## Part 2 - The Final Assessment Day

The Final Assessment Day includes the following three tasks;

- Assessment Task 7                      Direct Coaching Assessment  
(Incorporating safety management and leadership)
- Assessment Task 8                      Questioning
- Assessment Task 9                      Personal Skills (boat-based candidates only)

Assessment Task 7 involves an assessor observing a minimum of two coaching sessions each including at least 60-90 minutes of actual coaching. Sessions should be linked by student needs with more focused delivery observed in the second session. The coaching sessions will involve candidates working with a minimum of two students, the ability to individualise coaching with more than one student being assessed as part of the process. Assessments can take place in any suitable environment. Candidates can coach either long-term or unknown students. The Assessment Director will communicate the format of the assessment prior to the course. Candidates should receive feedback in-between the two practical sessions.

### British Canoeing Level 3 Assessment:

At Assessment the following prerequisites are required:

- British Canoeing Level 3 Core Training completed within last 2 years,  
**OR** Updated British Canoeing Level 3 Coach in another discipline
- British Canoeing Level 3 Discipline Training completed within last 2 years
- Valid First Aid Certificate - The First Aid Certificate needs to be from the list of British Canoeing recognised 2-day courses
- Completed tasks in Candidate Assessment Portfolio
- Comprehensive/Full Home Nation Association Membership
- Candidates also need to present their stamped CR Form

Where certificates are used to confirm achievement candidates need to take originals to assessment.

### Successful Completion/Incomplete Assessment Tasks

If at the end of the final assessment day any aspect of the candidate's portfolio is deemed to be incomplete or if they have not successfully completed all elements of the assessment tasks, the outcome will be deferred in order that candidates may be able to either re-submit their portfolio or re-sit the final assessment day tasks as required. In either instance this would need to be completed within 12 months of the assessment day.

If after this period candidates have still not completed all elements required for certification they will be required to present themselves for a new assessment day and re-submit the portfolio assessment tasks. If on this second assessment they remain unsuccessful in any part of the assessment they will be required to go

back to re-take the British Canoeing Level 3 Discipline Specific training prior to presenting for a new assessment. In no circumstances can certification be granted 4 years after Level 3 Discipline Specific Training.

Candidates initial Assessment Director or another Level 3 Assessment Directors may provide these reassessment opportunities. Candidates should be aware that the Assessment Director is likely to charge an additional fee for conducting reassessments.

## **Assessment Day Ratio's and Duration**

British Canoeing Level 3 Assessments for will run on a ratio of 1:1 or 1:2, with a maximum of 4 candidates per course. Assessment courses will be advertised by the Home Nations, Assessment Directors, or alternatively candidates can arrange an individual assessment via their Home Nation. The assessment will normally run over one day.

## **8. Certification**

When candidates have completed all of the required elements, their paperwork will be forwarded to BCU Awarding Body for approval and certification.

## **9. Supporting Policies**

### **Appeals**

If a candidate thinks an assessment decision was incorrect they have the right to appeal via their Home Nation Association. (A fee may be charged for a formal appeal; it will be refunded if the appeal is successful). If the appeal cannot be resolved within the Home Nation Association, BCU Awarding Body will set up an appeals sub-committee to investigate the appeal initially through reviewing records and discussion with the candidate and with their assessors. Candidates should address queries, or register their intention to appeal, with their Home Nation Association, within 30 days of receiving the assessment decision. Extensions to this period will only be made for exceptional reasons, for instance if you are outside the UK or the Home Nation Association has not followed candidate's instructions regarding contact details.

### **Complaints**

In the unlikely event that a candidate has a complaint about the way their Training/Assessment Director or Tutors/Assessors treated them, or the way the course was conducted please direct them to the relevant Home Nation Association.

### **Equal Opportunities**

BCU Awarding 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. The “Equal Opportunities Policy in relation to Access to, and Fairness in, Assessment” is available from BCU Awarding on request.

### **Problems at Assessment**

Candidates can apply to BCU Awarding for special consideration if they miss an assessment session, miss a deadline for the submission of written work, or perform poorly because of suffered temporary illness, injury, or indisposition at the time of assessment. For further details see ‘Special Consideration Policy and Practice’ available from BCU Awarding on request.

## **10. When you’re qualified ...**

Get out there and use your skills! British Canoeing Level 3 Certificate in Coaching Paddlesport enables you to coach in appropriate paid or voluntary roles. We encourage you to look to continue to develop your learning and knowledge of the sport. Continual Professional Development (CPD) opportunities are available through the British Canoeing programme, or you can access alternative coaching related courses. Or, if you hold the Bank-Based award you may wish to switch to a Boat-Based Coach.

If as a British Canoeing Level 3 Bank-Based coach, you would like to qualify as a Boat-Based British Canoeing Level 3 coach you will firstly need to register as a Boat-based Coach. As part of this process you will need to provide evidence of holding the relevant prerequisites and then need to complete Assessment Task 7 (Direct Coaching Assessment), Assessment Task 9 (Personal Skills). These assessment elements must be completed with a registered British Canoeing Level 3 Assessment Director. (There is no benefit in switching from a Boat-to Bank-Based Award, as the Boat-Based remit also covers coaches to work from the shore).

## **11. Keeping your Qualification Valid**

With sport and sports coaching receiving an increasingly public profile with moral, ethical, and social commitments, it is important that we can account for and verify the status of all Coaches within the scheme. The Home Nation Associations offer a Coach Update scheme to provide assurance to the people you coach and your deployer that you are ‘qualified’ to coach. In order to keep your qualification valid you will need to meet the Coach Update requirements of your Home Nation. For more details check out your Home Nation websites.

## 12. Quality Assurance

All British Canoeing Level 3 Coaching Paddlesport Courses are delivered via a 'Paddlesport Coaching Delivery Centre', which is externally verified by BCU Awarding. Each of the following Home Nation Associations are all Paddlesport Coaching Delivery Centres:

- British Canoeing
- Canoe Association of Northern Ireland
- Canoe Wales
- Scottish Canoe Association

The Delivery Centres each operate a process of internal verification to ensure that appropriate standards are maintained and that consistency is achieved both in terms of delivery and outcome.

## 13. What Next?

If you have yet to find a course and book a place then this is the next step!!



## 14. Note for Coach Mentor's

Between the training programme and assessment candidates are encouraged to find a coach mentor, someone who is a British Canoeing Level 3, British Canoeing Level 4 Coach (or above) who can observe sessions and support the candidates development. A Coach mentor can help support by observing delivery of sessions and providing advice and support. A Coach mentor may also be able to point candidates in the right direction in the critical analysis questions and provide advise/support in session planning.

## 15. Recommended Reading

The following reading list is appropriate for all candidates progressing through the British Canoeing Level 3 award.

### **BCU Coaching Handbook**

Ed, Franco Ferrero, 2006

ISBN: 0-9547061-6-1

Available from British Canoeing Supplies

### **BCU Canoe and Kayak Handbook**

Ed, Franco Ferrero, 2002

ISBN 0953195651

Available from British Canoeing Supplies

### **Coaching Science – Theory into Practice**

Terry McMorris and Tudor Hale

ISBN 0/470/01098/3

## 16. Resources

British Canoeing E-Shop, 0845 370 9500

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

Coachwise, 0113 201 555

[www.1st4sport.com](http://www.1st4sport.com)

## 17. Contact Details

Further course details and registration information is available direct from the Home Nation Associations:

### **British Canoeing**

National Water Sports Centre,  
Adbolton Lane, Holme Pierrepont,  
Nottingham, NG12 2LU.

Tel: 0845 370 9500

[coaching@britishcanoeing.org.uk](mailto:coaching@britishcanoeing.org.uk)

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

### **Canoe Wales**

The National White Water Centre,  
Frongoch, Bala,  
Gwynedd, LL23 7NU.

Tel: 01678 521199

[admin@canoewales.com](mailto:admin@canoewales.com)

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

### **Scottish Canoe Association**

Caledonia House,  
1 Redheughs Rigg, South Gyle,  
Edinburgh, EH12 9DQ.

Tel: 0131 317 7314

[office@canoescotland.org](mailto:office@canoescotland.org)

[www.canoescotland.org](http://www.canoescotland.org)

### **Canoe Association of Northern Ireland**

Unit 2 Rivers Edge,  
13-15 Ravenhill Road,  
Belfast, BT6 8DN.

Tel: 0870 2405065

[office@cani.org.uk](mailto:office@cani.org.uk)

[www.cani.org.uk](http://www.cani.org.uk)

### **British Canoe Union Awarding Body**

National Water Sports Centre,  
Adbolton Lane,  
Holme Pierrepont,  
Nottingham, NG12 2LU.

Tel: 0845 370 9500

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