

Coach Award Tutor and Assessor Notes

Introduction

These Tutor and Assessor Notes provide specific guidance for providers, tutors, and assessors about the delivery of the British Canoeing Coach Awards. Permission from the Delivery Centre must be granted to operate outside these guidelines.

These Tutor and Assessor Notes are supported by the following documents:

- British Canoeing Coach Award Course Guide
- British Canoeing Coach Award Assessment Day Pack
- British Canoeing Coach Award Assessment Guidance
- British Canoeing Coach Award Sample Programme and Lesson Plans

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1. Core Coach Training

The Core Coach Training is designed to support coaches working towards a Coach Award Qualification. It is also considered appropriate and repeatable, as stand-alone training to support ongoing learning and development.

The Core Coach Training may be run as open access for people following different discipline pathways or for a group of single discipline coaches (e.g. a group of Slalom Coaches). It may be run back-to-back with Discipline Specific Training or separate from it.

Staffing and Candidate Numbers

Staffing Ratio: 1:4

All Core Coach Training courses should have between 4 and 8 candidates.

The course director needs to be a licensed Coach Award Core Training Tutor.

For courses with 5 to 8 candidates, the second member of staff needs to be a licensed:

- Coach Award Core Training Tutor, OR;
- Aspirant¹ Coach Award Core Training Tutor, OR;
- Discipline Specific Training Tutor.

It should be noted that the course director is responsible for selecting and appropriately deploying their second staff and must put in place appropriate support and monitoring mechanisms to ensure all aspects of the learning programme is delivered appropriately.

Course Authorisation

Prior to running Core Coach Training the course director must apply for Course Authorisation through their Delivery Centre. When this is processed they will be informed of the Course Authorisation Number. Directors should check the minimum timescales with their Delivery Centre.

Course Length

The Core Coach Training programme is delivered over two consecutive days. Each 'day' includes at least 7.5 hours' teaching/learning contact time.

Recruitment and Pre-course Information

The course director 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/course
- information about registration and signpost to Coach Award eLearning
- information about logistics; e.g. the venue, directions, timings, equipment, food, etc.
- advice about prior knowledge/skills expected and the prerequisites
- the recommendation to complete the Paddlesport Instructor eLearning prior to attending the Core Coach Training

¹ Aspirant Tutors = those who have completed application and orientation

- a request for information about any specific learning requirements
- advice about what they need to bring and what is provided
- an invite for candidates to make contact if they have any questions
- an outline of the programme
- details of the course cancellation policy

Course directors also need to gather information from candidates prior to the course to enable them to tailor the course to meet individual needs. This will include identifying specific areas of interest and any special learning requirements.

Preparation: The Coach Award Course Guide provides information about the preparation candidates need to do prior to attending a Core Coach Training course. Providers are advised to draw this specific information to candidate's attention in their pre-course information. Providers should also be prepared to provide individual guidance to candidates regarding the suitability of the Core Coach Training for their needs and current base of skills and knowledge. The Paddlesport Instructor eLearning should be strongly recommended to ALL candidates prior to the Core Coach Training.

Formal Prerequisites

The Core Coaching Training is open to Full Home Nation Association Members only.

It is the candidate's responsibility to ensure that they hold the prerequisites. Providers and tutors will need to put in place appropriate checks.

There is no age restriction to the Core Coach Training. Where providers choose to allow coaches under the age of 18 to attend the course, appropriate safeguarding measures must be implemented and due attention paid to the enhanced and legal responsibilities.

Registration

Coaches need to register on their journey to Coach Award Assessment. This is award specific and can be completed at any time prior to assessment. Registration provides access to the British Canoeing Coach Award eLearning, amongst other benefits. Further details are available from the Home Nation Associations.

Providers and tutors should promote the value of the British Canoeing Coach Award eLearning package as this is designed to support the content covered on the Core Coach Training and is required by those wishing to complete an assessment.

Delivering the Training Courses

Core Coach Training courses running in 2018 must follow the British Canoeing programme and lesson plans.

In order to ensure that the content is pitched at the right level tutors must also be familiar with the Coach Award Assessment Guidance and eLearning. These will both help the Tutor integrate and thread the relevant content through the delivery of their programme.

Mock Students

During the Core Coach Training, candidates are given opportunities to practice their coaching. This may be facilitated as peer coaching or through the organisation of appropriate mock students. In all cases there must be at least two students for the candidate to coach, on courses with less than three paddling coaches, mock students will need to be sourced.

Non-Paddling Coaches

Coaches following Freestyle, Polo, Racing, Slalom or Wild Water Racing disciplines may be planning to fulfil their coaching role from the bank. During the Core Coach Training these coaches may wish to spend some time on the water. This is entirely appropriate, providing a different perspective for them. However, this must not be over used and should be balanced with time working from the shore. On courses with less than three paddling coaches, mock students will need to be sourced (see above).

Venue and Resources

The Core Coach Training requires easy/quick access to a Sheltered or Very Sheltered Water Venue. 15-minutes' drive is considered a maximum distance from classroom to water venue. It is an advantage to use venues where the boats do not need to be loaded and unloaded at each session.

A classroom with chairs/tables and access to audio/visual resources is required.

Paddling coaches will need to have access to craft/paddles/equipment to participate comfortably and safely in the practical water-based sessions.

A range of appropriately levelled learning resources must be available to support candidates. These learning resources should be available in a variety of formats including sport-specific coaching manuals, reference books, handbooks, workbooks, technical websites and eLearning.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

It would be considered an unusual occurrence for a Core Coach Training course to be cancelled due to inappropriate weather/environmental conditions. Tutors should plan training courses in locations, and at a time of year, where appropriate conditions are most likely to be encountered. Tutors should do their utmost to provide a quality learning experience with the available resources. Only where the options are too limited due to extreme conditions should the training course be cancelled.

End of Course Paperwork

Within 7-days of the Core Coach Training the course director is required to return a completed **Course Schedule** and the required **fees** to their Delivery Centre.

Once this paperwork is returned to the Delivery Centre it will be checked and the candidate will receive evidence of attendance.

End of Course Feedback

Providers and tutors are required to gather, and act upon, feedback from candidates on the quality of training and assessment. Evidence of this should be retained for quality assurance purposes.

Feedback to Delivery Centre

Providers and tutors are encouraged to provide written feedback to their Delivery Centre about any issues that may help with the general development of the awards. This can be included with the end of course paperwork, or sent separately.

2. Discipline Specific Training

The Discipline Specific Training Coach Training is designed to support coaches working towards a Coach Award Qualification. It is also considered appropriate and repeatable, as stand-alone training to support ongoing learning and development.

The Discipline Specific Training may be run immediately after Core Coach Training or separate from it. Discipline Specific Training will not normally be completed back-to-back with Assessment.

Staffing and Candidate Numbers

Staffing Ratio: 1:4

All Discipline Specific Training courses should have between 2 and 8 candidates.

The course director needs to be a licensed British Canoeing Coach Award Discipline Specific Training Tutor, in the relevant discipline.

For courses with 5 – 8 candidates, the second member of staff can be a licensed aspirant² Coach Award Discipline Specific Training Tutor, in the relevant discipline.

It should be noted that the course director is responsible for selecting and appropriately deploying their second staff and must put in place appropriate support and monitoring mechanisms to ensure all aspects of the learning programme is delivered appropriately.

In special circumstances Delivery Centre Managers can make arrangements for alternative tutors to deliver Discipline Specific Training courses on a case-by-case basis and through team teaching. See British Canoeing Coach Award Tutor and Assessor Requirements for more details.

Course Authorisation

Prior to running Discipline Specific Training the course director must apply for Course Authorisation through their Delivery Centre. When this is processed they will be informed of the Course Authorisation Number. Directors should check the minimum timescales with their Delivery Centre.

² Aspirant Tutors = those who have completed application and orientation

Course Length

The Discipline Specific Training programme is delivered over two consecutive days; with the exception of Slalom Coach Training which is delivered over three consecutive days. Each 'day' must include at least 7.5 hours' teaching/learning contact time.

Recruitment and Pre-course Information

The course director 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/course and an outline of the programme
- information about registration and signpost to Coach Award eLearning
- information about logistics; e.g. the venue, directions, timings, equipment, food, etc.
- advice about prior knowledge expected and the prerequisites
- advice about the personal skills/knowledge expected
- a request for information about any specific learning requirements
- advice about what they need to bring and what is provided
- an invite for candidates to make contact if they have any questions
- details of the course cancellation policy

Course directors also need to gather information from candidates prior to the course to enable them to tailor the course to meet individual needs. This will include identifying specific areas of interest and any special learning requirements.

The Coach Award Course Guide provides information about the qualification and information about the prerequisites and prior knowledge expected. Providers are advised to draw this specific information to candidates' attention in their pre-course information. Providers and tutors should also be prepared to provide individual guidance to candidates regarding the suitability of the Discipline Specific Training for their needs and current base of skills and knowledge.

Formal Prerequisites

The Discipline Specific Training is open to coaches with;

- Full Home Nation Association Membership
- Relevant Leadership Award for some disciplines (as listed in Course Guide)
- Core Coach Training (or equivalent, as detailed in the Coach Award Course Guide)

It is the candidate's responsibility to ensure that they hold the prerequisites. Providers and tutors will need to put in place appropriate checks.

The Discipline Specific Training course has been designed to build upon the knowledge and skills covered by the prerequisites. It is not in the best interests of the candidate to attend the Discipline Specific Training without the stated prerequisites; doing so has potential to compromise the safety and the quality of learning of all course attendees. Tutors have a responsibility to both the candidate and their Delivery Centre to ensure this is adhered to.

There is no age restriction to the Discipline Specific Training (unless inferred by the Leadership Award prerequisite). Where providers choose to allow coaches under the age of 18 to attend the course,

appropriate safeguarding measures must be implemented and due attention paid to the enhanced and legal responsibilities.

Registration

Coaches need to register on their journey to Coach Award Assessment. This is award specific and can be completed at any time prior to assessment. Registration provides access to the Coach Award eLearning, amongst other benefits. Further details are available from the Home Nation Associations.

Providers and tutors should promote the value of the British Canoeing Coach Award eLearning package as this is designed to support the content covered on the Core Coach Training and is required by those wishing to complete an assessment.

Delivering the Training Courses

Training courses running in 2018 must follow the British Canoeing programme and lesson plans.

In order to ensure that the content is pitched at the right level tutors must also be familiar with the Coach Award Assessment Guidance and eLearning. These will both help the tutor integrate and thread the relevant content through the delivery of their programme.

Mock Students

During the Discipline Specific Training, the candidates are given opportunities to practice their coaching. This may be facilitated as peer coaching or through the organisation of appropriate mock students. In all cases there must be at least two students for the candidate to coach, on courses with less than three paddling coaches, mock students will need to be sourced.

Non-Paddling Coaches

Coaches following Freestyle, Polo, Racing, Slalom or Wild Water Racing disciplines may be planning to fulfil their coaching role from the bank. During the training these coaches may wish to spend some time on the water. This is entirely appropriate, providing a different perspective for them. However, this must not be over used, and should be balanced with time working from the shore. On courses with less than three paddling coaches, mock students will need to be sourced (see above).

Venue and Resources

Discipline Specific Training Courses should be based at venues that allow access to a range of different conditions, locations or environments within the environmental definitions relating to the specific Award. Appendix 2 of the Coach Award Course Guide identifies the upper limit of the operating environment; these are defined in the British Canoeing Terms of Reference. Courses that use more than one practical venue offer the candidate improved learning opportunities; this should be facilitated where possible.

Please see guidance for 'Coaching in a Dynamic Environment' on page 14. This is applicable to tutors delivering the Discipline Specific Training and the coaches on the course.

An indoor space is required for approximately 60-90 minutes at the start and end of each day for the delivery of these parts of the learning programme.

Coaches will need to have access to equipment to enable them to fulfil the coaching responsibilities as defined by the award and the award environment. Note that the Sheltered Water Training is open for coaches following the canoe and/or kayak (Sheltered Water) assessment.

Slalom Coach Training requires access to at least one day on a man-made site and one day on a natural river slalom site. Ideally the first and third days at a man-made site, the second day at a natural river site.

A range of appropriately levelled learning resources must be available to support candidates. These learning resources should be available in a variety of formats including sport-specific coaching manuals, reference books, handbooks, workbooks, technical websites and eLearning.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

It would be considered an unusual occurrence for Discipline Specific Training courses to be cancelled due to inappropriate weather/environmental conditions. Tutors should plan training courses in locations, and at a time of year, where appropriate conditions are most likely to be encountered. Tutors should do their utmost to provide a quality learning experience with the available resources. Only where the options are too limited due to extreme conditions (above or below the requirements) should training courses be cancelled.

End of Course Paperwork

Within 7-days of the Discipline Specific Training the course director is required to return a completed **Course Schedule** and the required **fees** to their Delivery Centre.

Once this paperwork is returned to the Delivery Centre, it will be checked and the candidate will receive evidence of attendance.

End of Course Feedback

Providers and tutors are required to gather, and act upon, feedback from candidates on the quality of training and assessment. Evidence of this should be retained for quality assurance purposes.

Feedback to Delivery Centre

Providers and tutors are encouraged to provide written feedback to their Delivery Centre about any issues that may help with the general development of the awards. This can be included with the end of course paperwork, or sent separately.

British Canoeing Intermediate/Foundation Modules

The British Canoeing Intermediate and Foundation modules are designed to support and expand coaches' knowledge in particular areas of focus. They are optional and can be accessed at any point in a coach's development. All coaches should be encouraged to review the modules on offer and to target those that will enhance their knowledge and understanding in areas pertinent to their specific coaching role/s. Providers may wish to run these as part of their wider coach training package, and/or on the days before or after Discipline Specific Training.

3. Assessment

Introduction

All assessment courses are discipline specific, with the exception of the Sheltered Water assessment options. The Sheltered Water assessments can accommodate coaches pursuing any of the following options:

- Canoe (Sheltered Water) Coach Assessment
- Kayak (Sheltered Water) Coach Assessment
- Canoe and Kayak (Sheltered Water) Coach Assessment

In order to achieve the Coach Award candidates are required to successfully complete a number of assessment tasks these are explained in the Assessment Day Pack and further detailed in the associated Assessment Guidance.

Training course tutors should have provided candidates with guidance regarding the assessment process, including advice regarding the completion of the Assessment Discussion Task, the final assessment tasks, the different types of assessment, the programme of assessment, and the assessment criteria.

Assessor Responsibilities

All assessors are responsible for:

- managing the process of assessment, of practical and written evidence, from assessment planning through to making and recording assessment decisions
- assessing evidence of candidates' knowledge, understanding and competence against the standards specified in the Unit Specification and making reliable judgments about candidates' assessment 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
- giving and recording evaluative, formative and summative feedback as soon as possible
- confirming success to the candidate as soon as they have shown competence against all of the specified outcomes
- agreeing further action with the candidate as necessary
- conducting assessment in the way that upholds the equal opportunities principles specified by British Canoeing Awarding Body (BCAB)
- maintaining accurate and verifiable assessment records for each candidate
- completing the necessary paperwork

Assessors 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

Individual specifics must also be agreed. This may include details regarding craft, participants, venues, timings etc.

Main Competencies Expected of Assessors

Assessors should be suitably qualified and occupationally competent. These minimum requirements must be met:

- hold the relevant assessor role with their Delivery Centre
- be able to provide evidence of the knowledge, understanding and application of all areas of the course syllabus, at the correct level
- be able to show technical competence
- be able to show competence in the assessment of all areas of the syllabus
- be familiar with the guidance and requirements in relation to conducting assessment, recording assessment decisions and maintaining candidates' assessment records
- 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

Assessors must make sure that required paperwork is completed accurately, are up-to-date, securely stored, and made available for internal or external verification whilst candidates are on courses.

Staffing and Candidate Numbers

Staffing Ratio: 1:2 (minimum 1, maximum 2 candidates).

The assessor must be a licensed *British Canoeing Coach Award Assessor*, in the relevant discipline.

In special circumstances Delivery Centre Managers can make arrangements for alternative assessors to assess candidates on a case-by-case basis and through team teaching to ensure that the required standards are maintained. See British Canoeing Coach Award Tutor and Assessor Requirements for more details.

Course Authorisation

Prior to running a Coach Award Assessment the director must apply for Course Authorisation through their Delivery Centre. When this is processed they will be informed of the Course Authorisation Number. Directors should check the minimum timescales with their Delivery Centre.

Course Length and Assessment Programme

Assessment courses can be organised by the Delivery Centres, Home Nation Associations, licenced Coach Award Assessors, or hosting venues. Candidates can also arrange an individual assessment directly with a licenced assessor.

It is the assessor's responsibility to organise an appropriate programme that allows adequate time to complete all aspects of the assessment. Assessors may be asked to provide evidence of their programme plan, venues, etc. to confirm these are appropriate.

It is anticipated that 1:2 assessments could be completed within a day. Discipline Specific logistics will impact on the length of time required.

Guidance on Working with Close Relations or Employees

Assessors must not assess close family.

Assessors should avoid assessing friends, colleagues or employees - if this is unavoidable, approval must be sought from the Delivery Centre Manager. 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 where possible.

Recruitment and Pre-course Information

The assessor plays a vital role in ensuring the right candidates book onto the course and are prepared for the assessment. Appropriate pre-course information and advice must be provided to candidates before the final assessment tasks. This should include:

- information about the qualification/course
- information about registration and the Home Nation approval for assessment process
- information about logistics; e.g. the venue, directions, timings, equipment, food, etc.
- advice about prior knowledge expected and the prerequisites
- a request for information about any specific learning requirements
- advice about what they need to bring, and what is provided
- an opportunity for candidates to communicate any specific discipline needs in order that the practical coaching assessments are using craft relevant to their normal coaching environment (whilst maintaining the requirements of assessment)
- an invite for candidates to make contact if they have any questions
- an outline of the programme and sign-posting to information about the assessment tasks
- details of the course cancellation policy

Prerequisites

The formal prerequisites are detailed in the Coach Award Course Guide.

Note that candidates under 18 may be able to present for assessment (unless otherwise implied by the Leadership Award prerequisite). Where providers choose to allow coaches under the age of 18 to attend the course, appropriate safeguarding measures must be implemented and due attention paid to the enhanced and legal responsibilities.

Prior to assessment candidates will need approval from their Home Nation Association in order to proceed to assessment. This free of charge 'peace of mind' service will confirm they have all of the assessment prerequisites and the candidate will receive confirmation to show their assessor.

Candidates **MUST** take the following paperwork to their assessment:

1. Completed Assessment Discussion Task
2. Logbook of experience
3. Evidence of Home Nation Association approval for assessment

Providers **MUST NOT** accept candidates onto assessment courses without this evidence. It would be prudent to request evidence of Home Nation Association approval for assessment at the time of booking to avoid problems.

End of Course Paperwork

Within 7-days of the assessment course the assessor is required to return a completed **Course Schedule** and the required **fees** to their Delivery Centre.

Once this paperwork is returned to the Delivery Centre it will be validated and where appropriate certification processed.

Venue

On assessments, a suitable venue and students that allows for robust assessment of all aspects of the syllabus are required.

The coaching environment should be as realistic as possible, with the coach having access to the appropriate range of facilities and equipment. It is preferable that coaches are seen coaching the participants they would normally coach, in their normal coaching environment.

Please see guidance for 'Coaching in a Dynamic Environment' on page 14. This is applicable to both the assessors and the coaches on the course.

Coaches are required to select venues/coaching sites based on the needs of their participants. It is expected that their repertoire should include all environments stated in the environmental definitions. Coaches should have the option of coaching in the upper limits of the stated environmental definitions if they deemed it appropriate for the participants/weather conditions on the day. Assessment venues chosen by course organisers must include a reasonable range of options for the coach to choose from.

An indoor space is required for the course introduction and the assessment debrief.

Cancelling Courses

Candidates must be warned that courses may be cancelled if conditions are not suitable; the course cancellation policy must be clearly communicated.

If the forecast does not include conditions at the upper end of the environmental definitions for some of the time, the assessment must be cancelled or rescheduled. Any other factors that prevent the robust assessment of the syllabus will also lead to cancellation or rescheduling of the assessment.

Assessment Tasks and Requirements

Details of the assessment tasks and requirements are provided in the Coach Award Assessment Day Pack and Assessment Guidance.

Assessment for Coaches who completed training prior to 2018

Coaches who completed British Canoeing Level 2, Moderate or Advanced Water Endorsement training prior to 31st December 2017 are required to complete the respective Coach Award Assessment and all that it entails if they wish to proceed to assessment. All candidates from the 1st January 2018 will complete the revised and restructured Coach Award Assessment.

Information regarding how training courses, registrations, portfolios, and workbooks completed before the launch of the Coach Award is available for candidates, providers and assessors.

Incomplete Assessment Tasks

If a candidate does not complete an element required for certification by the end of the assessment course there are two potential outcomes:

1. In most circumstances the candidate would be required to repeat all aspects of assessment at a future reassessment.
2. Alternatively, the candidate can work with the same assessor to conclude their Assessment; with the assessor providing further opportunity for the candidate to demonstrate competence in the specific element/s as required. If this option is chosen, it must be concluded within 2-months of the initial practical assessment date. BCAB will not accept requests for certification received more than 60-days after the initial practical assessment date. Requests for certification after this time will be denied.

In both cases above the Course Schedule must be returned to the Delivery Centre at the end of the initial assessment course, with the 'not recommended' result noted. Future reassessments are subject to new Course Authorisation numbers.

There is no limit on the number of assessment attempts a candidate may have; although tutors and assessors have a responsibility to ensure that candidates receive sound advice to support their development and preparation for successful assessment; multiple unsuccessful assessments attempts should be an unusual occurrence.

4. Facility and Resource Requirements

Introduction

These general guidelines must be followed on all training and assessment courses. See also specific details in section 1, 2 and 3.

The use of appropriate facilities and resources are an important aspect of training and assessment:

- a safe and appropriate operating environment for all elements of the training and assessment must be provided that complies with relevant health and safety legislation
- candidates need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment
- candidates must wear/use suitable clothing and equipment on all practical activities as identified by the specific Risk Assessment and in line with current best practice
- 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 relevant to the British Canoeing Coach Award
- course organisers, tutors and assessors need to carefully consider the suitability of the venue chosen to ensure robust training/assessment can take place
- appropriate arrangements must be made and clearly communicated to candidates
- venues must have conditions in which space, light and temperature are suitable for the candidates needs
- venues used must be accessible for all candidates (in accordance with the relevant legislation).

Coaching in a Dynamic Environment

The following guidance has evolved from the views and perceptions of British Canoeing Coaches who deliver in the dynamic environment.

British Canoeing's framework and approach to learning is that we develop appropriate opportunities for the individual to progress. While supporting a flexible approach to delivery and not being restrictive, tutors and coaches need to consider selecting an environment that is most conducive to student learning.

With this in mind, when coaching to develop performance and understanding, coaches or tutors should consider setting practices and deliver coaching sessions to develop skills and understanding in a more controlled, less dynamic environment before committing a performer to an advanced/more complex environment. In doing this the learner's understanding and skill should develop so that the learner and coach would feel comfortable to move to advanced more complex environments. When in these environments, setting appropriate and structured practices and constraints will allow further learning to occur, before perhaps returning to a lesser environment for additional coaching input.

Such approach would require the ability to carry out a robust learner profile and select a venue that allows easy transition between various environmental conditions. This would take into account the stage of learning and allow monitoring of performers comfort and stretch zones, allowing for safe skill progression as well as psychological and physiological development.

5. Supporting Policies

Tutors and assessors must have access to, be familiar with, and support the implementation of the relevant supporting policies as identified in the Coach Award Course Guide. Including;

- Enquiries and Appeal Procedures
- Complaints Procedure
- Equal Opportunities Policy in relation to Access to, and Fairness in, Assessment
- Special Consideration Policy and Practice
- Reasonable Adjustments for Paddlesport Awards and Coaching
- Malpractice

In all cases assessors must signpost the British Canoeing Appeals Procedure to unsuccessful candidates.

Quality Assurance (QA) and Internal Verification (IV)

The Delivery Centre QA and IV procedures monitor tutoring skills, programme delivery and assessment. As part of the QA and IV requirements course directors must provide access to all premises, records, information, candidates, and staff (specifically in relation to the delivery of BCAB courses). Access may be required by Delivery Centre QA/IV Officers, or BCAB External Verifiers.

6. Agreed Names and Language for British Canoeing Coach Awards

Introduction

This section outlines the terminology to be used when advertising or promoting the British Canoeing Coach Awards.

Italics are used to identify the agreed terminology, language and names to be used.

Qualification Name

British Canoeing Canoe Coach (Sheltered Water)*
British Canoeing Kayak Coach (Sheltered Water)*
British Canoeing Canoe and Kayak Coach (Sheltered Water)*
British Canoeing Freestyle Coach*
British Canoeing Open Water Canoe Coach*
British Canoeing Polo Coach*
British Canoeing Racing Coach*
British Canoeing Sea Kayak Coach*
British Canoeing Slalom Coach*
British Canoeing Surf Kayak Coach*
British Canoeing White Water Canoe Coach*
British Canoeing White Water Kayak Coach*
British Canoeing Wild Water Racing Coach*
British Canoeing Open Water Canoe Coach (Advanced Water)*
British Canoeing Sea Kayak Coach (Advanced Water)*
British Canoeing Surf Kayak Coach (Advanced Water)*
British Canoeing White Water Canoe Coach (Advanced Water)*
British Canoeing White Water Kayak Coach (Advanced Water)*

* Use of 'British Canoeing' / 'BC'

The name *British Canoeing* should be inserted in front of the qualification name, as per the following guidance:

- include '*British Canoeing*' if the context is not seated within British Canoeing
- drop '*British Canoeing*' if the context is seated under a British Canoeing heading
- avoid use of abbreviation 'BC' ; use only if neither option above provide the clarity required

This principle follows through with ALL terminology.

Name of Suite of British Canoeing Qualifications

The whole suite of awards should be referred to as *The British Canoeing Coaching Qualifications*. This includes all *Awards (or Qualifications)*. If wishing to include the Leadership Awards use; *British Canoeing Coaching and Leadership Qualifications*.

Coach Awards Family Names

The 18 different qualifications are collectively known as *the Coach Awards*.

The *Coach Awards* can be subdivided as follows:

- *Canoe and Kayak (Sheltered Water) Coach Awards*
- *Discipline Specific Coach Awards*

If needing to sub-divide the Discipline Specific Coach Awards further, this should be done by listing the award names (alphabetically) e.g. *The Open Water Canoe, Freestyle, and Sea Kayak Coach Awards*.

Further sub-divisions should be avoided if possible; however the following examples would be considered acceptable:

- *Sheltered Water Canoe and Kayak Awards*
- *Canoe and Kayak (Sheltered Water) Awards*
- *The Advanced Water Open/White Water Canoe, Sea Kayak, Surf Kayak, and White Water Kayak Coach Awards*

It is inappropriate to use “Competition” / “Non-Competition” when sub-dividing the Coach Awards, as Surf and Freestyle can fall into both of these categories.

UKCC Endorsement

When it is relevant to note the UKCC endorsement, use one of the following, as an example:

- *The Coach Awards are endorsed at UKCC Level 2.*
- *Sea Kayak Coach (UKCC Level 2 endorsed).*

Core Coach Training

- When it is obviously seated within Coach Award use ‘*Core Coach Training*’
- When it is not obviously seated within Coach Award use ‘*Coach Award Core Training*’

Discipline Specific Training

The family name, to be used when referring collectively or generically to this training component:

- When it is obviously seated within Coach Award use ‘*Discipline Specific Training*’
- When it is not obviously seated within Coach Award use ‘*Coach Award Discipline Specific Training*’
- Do not abbreviate to ‘DST’ in any public facing text.

The specific names for the Discipline Specific Training are as follows:

Add ‘*Training*’ after the award title: e.g.

- *Polo Coach Training*
- *Sea Kayak Coach (Advanced Water) Training*

The Sheltered Water Training is called:

- *Canoe and Kayak Coach (Sheltered Water) Training*
- This can be shortened to '*Sheltered Water Training*' when it is obviously seated within Coach Award

Assessment:

The family name, to be used when referring collectively or generically to this component:

- When it is obviously seated within Coach Award use '*Assessment*' or '*Coach Assessment*'
- When it is not obviously seated within Coach Award use '*Coach Award Assessment*'

The names for the specific assessments are as follows:

Add '*Assessment*' after the award title: e.g.

- *Canoe (Sheltered Water) Coach Assessment*
- *White Water Canoe Coach Assessment*
- *Racing Coach Assessment*
- *Surf Kayak Coach (Advanced Water) Assessment*

Use of 'British Canoeing' / 'BC'

'*British Canoeing*' should be inserted in front of the course name, if the context is not seated within British Canoeing.