

# Reasonable Adjustments for Paddlesport Awards and Coaching

## Introduction

British Canoeing supports the promotion of canoeing for disabled people and encourages them to take British Canoeing personal performance awards, leadership and coaching qualifications. This document is for coaches and course providers to give guidance on how they can best support disabled people to achieve the greatest of their potential in paddlesport.

This document details what are appropriate modifications or adjustments that can be made to personal performance, leadership and coaching qualifications.

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## Reasonable adjustments for Personal Performance Awards and Safety Training

<b>Awards Affected</b>	<b>Personal Performance Awards</b> <ul style="list-style-type: none"> <li>• Paddlesport Start</li> <li>• 1 – 3 Star Awards</li> <li>• Paddle Power</li> <li>• Cross Stream Challenge</li> <li>• Placid Water Racing</li> </ul>
	<b>Safety Training Courses</b> <ul style="list-style-type: none"> <li>• Foundation Safety and Rescue Training</li> <li>• White Water Safety and Rescue</li> <li>• Advanced White Water Safety and Rescue</li> <li>• Coastal Navigation and Tidal Planning</li> <li>• Open Water Navigation and Tidal Planning</li> <li>• Advanced Surf Safety and Rescue</li> </ul>

### 1.1 Policy Statement

The British Canoeings policy is to encourage inclusion and therefore avoid a separate system. Where a specific disability prevents a candidate from completing a particular part of training or assessment course, the Provider may still recommend the candidate, so long as she/he believes that the candidate has received appropriate coaching and is, therefore, performing to the best of their ability. In addition, the candidate should show that even though they cannot perform the skill, they understand the technique and its purpose and can demonstrate their understanding, possibly by talking another individual through that skill. Approached this way, awards help disabled paddlers gain confidence and improves self-esteem, and of most importance, credit for what they have achieved.

### 1.2 Candidates who are unable to perform part of a training or assessment course

There are many reasons why the above may apply. For example a visually impaired paddler may have some difficulty in directional paddling or a physically impaired paddler may not have the strength or the balance to perform certain strokes, and so on.

Usually the objective for the Provider must be to establish, to their satisfaction, that the candidate can perform all parts of the requirements. Where it is apparent that a disability: sensory, physical or learning may limit the candidate’s ability to perform an element, or elements, of a training or assessment, then the Provider needs to be satisfied that the candidate:

***‘after proper and appropriate coaching is unable to complete a specific part of the training or assessment, but can demonstrate understanding to how the skill is performed and for what purpose’.***

The candidate’s involvement in an appropriate coaching programme (receiving coaching from a provider), before an exception to a part of a training or assessment or award is given, is essential if the British Canoeing policy is to have credibility.

## **1.4 Using Special Resources for a Training or Assessment Course**

There may be a number of reasons for using special resources for a training or assessment course. . In particular certain difficulties have been overcome when paddlers have made adaptations to craft, seats and backrests or to paddles. In some cases this means using totally different styles of craft to those usually used, eg Rob Roy kayaks, or Va’a. Such craft may not necessarily perform in the same way as the mainstream kayak/canoe. For example, a capsize in a Rob Roy, does not permit for the following of the usual ‘underwater drill’.

Some paddlers may find hand paddles more appropriate instead of the conventional blades. Quite obviously the rules for paddle presentation for some strokes cannot apply with hand paddles. Again, the Provider needs to be confident that in using such different equipment the paddler is performing to the best of his/her ability subject to appropriate coaching and can demonstrate knowledge and understanding of the skill using a different approach.

## **1.5 The Certificate**

The Certificate for a training course or assessment, given to someone who was unable to perform part or parts of the training or assessment, ***will not have any comments or other statement on the Certificate to indicate that they were unable to complete a part or parts of the training or assessment.*** However, the Provider should instruct such candidates in their responsibility to:

- Not tackle any activity that their certificate might indicate they are capable of, but which they know their disability may impede.
- Tell any activity leader of their disability if they believe the disability may impede their ability to take part in the activity appropriately and safely.

## **1.6 Responsibility**

**The Coach/Leader:** In some instances it is apparent that the holder of a training certificate or qualification has a disability. In this case the leader of the activity is advised to discuss with the award holder the implications of his /her disability for the activity.

**The Paddler:** In the case of hidden disability, which may or may not, prevent the paddler from performing parts of the training or assessment, are often not apparent to the observer.

These may be medical conditions such as Diabetes or Epilepsy. It is the responsibility of individual paddler to disclose to the activity leader the implications of his/her whole condition relative to the activity they are undertaking.

## 1.7 Candidates with Learning Disabilities

It is recognised that some paddlers, for example those with a learning disability, may be able to perform the parts of the training or assessment within, or shortly after the coaching session. However, due to their disability, they may lose the ability to perform a skill, either because they have been learning a new skill or because in the period of time since learning the skill they have forgotten it.

For these candidates it is acceptable for them to complete the training or assessment on a 'modular' basis. They may be assessed after being coached on each part of the syllabus. It is advisable for the Provider to devise some form of record keeping system that allows for this. Once all parts of the syllabus have been covered the pass slips or course schedule are completed and the certificate is awarded in the usual way.

In these circumstances section 1.6 on 'Responsibilities' should be studied, and either the paddler, or a parent or carer, assume the responsibility to inform the activity leader as appropriate.

## 2. Reasonable Adjustments for Leadership Awards, Coaching Awards and Endorsements

<b>Awards Affected</b>	Coaching Qualifications	<ul style="list-style-type: none"> <li>• Levels 1 - 5</li> </ul>
	Endorsements	<ul style="list-style-type: none"> <li>• Moderate Water Endorsement</li> <li>• Advanced Water Endorsement</li> <li>• Discipline Specific Support Modules</li> </ul>
	Leadership Awards	<ul style="list-style-type: none"> <li>• Moderate Water Leader and Advanced Water Leader</li> </ul>

### 2.1 Introduction

#### 2.1.1 Considering the needs of all candidates

The British Canoeing and British Canoeing Awarding Body is fully committed to unimpeded access to, and equal opportunities in, training and assessment and to considering the needs of all potential candidates, including those with a range of impairments which would not prevent them from discharging their coaching duties competently on qualifying.

This is why the British canoeing/ British Canoeing AB has made its qualifications and associated training and assessment tasks accessible to all those candidates who are capable of demonstrating their coaching competence, thereby also minimising any later need to make reasonable adjustments for them. If, however, it is felt that, despite the accessibility of the British canoeing/ British Canoeing AB qualifications, endorsements and leadership awards, a candidate with a particular training or assessment requirement should be offered extra assistance, this will be considered. In such cases, the British canoeing/ British Canoeing AB will make, or allow its Home Nation Delivery Centres to make, reasonable adjustments for candidates with particular training or assessment requirements to ensure that they can access training or assessment and demonstrate attainment.

### **2.1.2. Main types of special training or assessment requirements which the British Canoeing/British Canoeing AB is prepared to accommodate**

The main types of physical impairment, sensory or learning disability which should not prevent access to the British canoeing/ British Canoeing AB qualifications but which may require special assistance – or a reasonable adjustment – that the awarding body is prepared to offer are:

- A moderate hearing or visual impairment;
- A physical disability, such as that resulting in restricted mobility (provided it does not impede performance in the attributes that are the focus of training or assessment, such as candidates' coaching ability);
- Dyslexia.

If a Home Nation Delivery Centre believes that a candidate with a special assessment requirement not listed in this document has the potential to make a competent coach but needs a reasonable adjustment to be able to access assessment, it should apply to the awarding body's Manager to request such an adjustment. The form to be used for this purpose is the Application for Reasonable Adjustments Form, on which the centre should outline the nature of the candidate's special requirement and to suggest an appropriate adjustment.

While British canoeing/ British Canoeing AB will make every effort to accommodate such requests, it will not allow any adjustments which would directly affect performance in the attributes that are the focus of training or assessment, such as coaching ability, or otherwise undermine the integrity of its awards. Consistent adherence to this principle will ensure that that the paddlesports coaches who have gained the British canoeing/ British Canoeing AB qualifications will be able to coach participants in those sports competently.

## **2.2 General principles underpinning reasonable adjustments**

### **2.2.1 Not invalidating the prescribed training or assessment requirements:**

As was stated above, while the British canoeing/ British Canoeing AB will allow a range of reasonable adjustments to accommodate candidates' special training or assessment requirements, it will not authorise any adjustments that would prevent a coach from functioning effectively on qualifying and will ensure that any adjustments conform to all relevant regulatory requirements.

The qualifications offered by the British canoeing/ British Canoeing AB are competence-based, and candidates will therefore be assessed on their ability to meet all the specified training or assessment criteria in order to attain the awards towards which they are working. This means that the reasonable adjustments allowed by the British canoeing/ British Canoeing AB will not invalidate the training or assessment requirements set out in the specifications for its qualifications.

### **2.2.2 Reflecting candidates' needs and usual methods of working**

The reasonable adjustments allowed by the British canoeing/ British Canoeing AB will reflect the current needs of individual candidates and, as far as is possible, their usual methods of working. At registration, candidates should be screened by Home Nation Delivery Centres, asked to give details of their particular training or assessment requirements and advised that they may request support to meet their individual needs and that all requests considered justifiable by the awarding body will be granted.

The adjustments envisaged for each type of a particular training or assessment requirement that can be accommodated by Providers are listed in Table 1, showing that they will indeed endeavour to meet the affected candidates' needs, allowing them to use their usual methods of working as far as possible.

### **2.2.3 Not giving candidates an unfair advantage**

Although the British canoeing/ British Canoeing AB will allow a range of reasonable adjustments for candidates with special training or assessment requirements, none of these adjustments will give the candidates in question an unfair advantage over those candidates for whom such adjustments are not being made. This is because the standards themselves won't be changed under any circumstances, and all candidates will be required to complete all the prescribed training or assessment components and to demonstrate their knowledge, understanding and competence strictly in accordance with the published training or assessment specifications, without any exemptions being allowed. It is acknowledged that reasonable adjustments are generally not appropriate when the candidate's particular difficulty directly affects performance in the actual attributes that are the focus of training or assessment, such as their coaching or paddling ability, and no such adjustments will therefore be allowed.

### **2.2.4 Maintaining the relevance, reliability and comparability of training or assessment**

The reasonable adjustments which will be allowed by the British canoeing/ British Canoeing AB will maintain the relevance, reliability and comparability of training or assessment leading to its qualifications because the training or assessment requirements will remain the same for all candidates, and the mode of training or assessment, despite modifications, will still check the full coverage of the competencies laid down in training or assessment specifications. In other words, since BC qualifications, endorsements and leadership awards are competence-based, all candidates will have to meet all the necessary performance criteria before they can attain the award.

Moreover, training or assessment of candidates with particular training or assessment requirements, will be conducted by the same Providers and verified by the same verifiers (both Internal and External) as that of other candidates, and all those personnel will be required to maintain the relevance, reliability and comparability of the training or assessment of candidates for whom reasonable adjustments have been made.

## **2.3 Reasonable adjustments**

### **2.3.1 Applying for reasonable adjustments to British Canoeing / British Canoeing Awarding Body**

The Application for Reasonable Adjustments Form states how and when Home Nation Delivery Centres should apply on their candidates' behalf for those reasonable adjustments which must be approved and made by the BCU / BCU AB itself. This form can also be used to request reasonable adjustments for those candidates who have special training or assessment requirements not listed in this guidance but who are nevertheless believed to have the potential to make competent coaches.

## **2.4 Reasonable adjustments which give Home Nation Delivery Centres some discretion**

### **2.4.1 Summary of reasonable adjustments which give Home Nation Delivery Centres some discretion**

The adjustments which give Home Nation Delivery Centres some discretion are listed in Table 2. In summary, Home Nation Delivery Centres are given discretion over allowing candidates additional time to complete their coaching session and written work and over physical access to, and unrestricted movement within, the coaching facilities where training or assessment takes place.

### **2.4.2 Requirements for decision-making and record-keeping by Home Nation Delivery Centres**

The Provider/Home Nation Coaching Manager (or equivalent) is responsible for applying adjustments outlined in tables 1 and 2 below. If any further guidance is required, it can be obtained from British Canoeing Head of Coaching and Development. Home Nation Delivery Centres should keep a record of all reasonable adjustments which they have themselves determined and put in place for their candidates and Providers must record any adjustments made on the training or assessment paperwork returned to the HN. Providers must record any adjustments made on the assessment paperwork returned to the HN. Such records should be retained for three years from the date on which training or assessment took place.

**Table 1 - Reasonable adjustments granted by *course provider without specific permission***

Impairment	Practical Assessment	Written Assessment
<b>Moderate hearing impairment</b>	<ul style="list-style-type: none"> <li>• Course Providers, and those being coached, will ask questions and communicate as simply or directly as possible and rephrased whenever necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• The Providers' questions will be communicated as simply or directly as possible and rephrased whenever necessary. Verbal questions may be provided in written form.</li> </ul>
<b>Moderate visual impairment</b>	<ul style="list-style-type: none"> <li>• The coaching session may be conducted in a particularly well-lit area</li> <li>• If the lighting is not adequate, the session may be rescheduled, at no additional cost.</li> <li>• The area of the coaching session may be specially cleared of any objects which are not necessary but over which they might inadvertently trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment materials may be alternatively-presented, either produced on audiotape or alternatively printed</li> <li>• The Candidate may present their written work on audiotape</li> <li>• The Candidate may use a word processor with a Braille keyboard to produce their written work</li> <li>• The Candidate may use an amanuensis in controlled conditions (that is under the supervision of the Course Provider rather than at home)</li> </ul>
<b>Physical disabilities, including those resulting in restricted mobility</b>	<ul style="list-style-type: none"> <li>• The Candidate should have access to a coaching area sufficiently large and uncluttered to enable unrestricted movement, including that by wheelchairs (with wheelchair access to such areas being a statutory requirement throughout the country)</li> <li>• The Candidate may have the relevant pieces of sports equipment adapted for use in coaching or use their own adapted versions.</li> </ul>	<ul style="list-style-type: none"> <li>• The Candidate may use an amanuensis (e.g. scribe) in controlled conditions (i.e. under the supervision of course staff rather than at home)</li> </ul>
<b>Dyslexia</b>	<ul style="list-style-type: none"> <li>• It is not envisaged that candidates will need any reasonable adjustments.</li> </ul>	<ul style="list-style-type: none"> <li>• The Candidate may have the written tasks presented to them on audiotape</li> <li>• The Candidate may use an amanuensis (e.g. scribe) in controlled conditions (that is under the supervision of the Course Provider rather than at home)</li> <li>• The Candidate may produce work on audiotape</li> </ul>
<b>Other particular assessment requirements not preventing candidates from becoming competent coaches</b>	<p>For other particular assessment requirements not preventing candidates from becoming competent coaches, the awarding body's Manager will consider each request made by a Home Nation Delivery Centre on its merits and will determine any such adjustments as are considered reasonable but do not invalidate the assessment requirements set out in the relevant qualification specification(s)</p>	

**Table 2 - Reasonable adjustments by Home Nation Delivery Centre discretion**

Impairment	Practical Assessment	Written Assessment
<b>Moderate hearing impairment</b>	<ul style="list-style-type: none"> <li>The Candidate may have additional time to complete the coaching session.</li> </ul>	<ul style="list-style-type: none"> <li>No reasonable adjustments to be determined by Home Nation Delivery Centres are envisaged.</li> </ul>
<b>Moderate visual impairment</b>	<ul style="list-style-type: none"> <li>The Candidate may have additional time to complete the coaching session</li> </ul>	<ul style="list-style-type: none"> <li>The Candidates may have additional time to produce written work</li> </ul>
<b>Physical disabilities, including those resulting in restricted mobility</b>	<ul style="list-style-type: none"> <li>The Candidate may be allowed additional time to complete the coaching session</li> </ul>	<ul style="list-style-type: none"> <li>The Candidate may have additional time to produce written work</li> </ul>
<b>Dyslexia</b>	<ul style="list-style-type: none"> <li>No reasonable adjustments to be determined by Home Nation Delivery Centres are envisaged.</li> </ul>	<ul style="list-style-type: none"> <li>The Candidate may be allowed additional time to produce written work</li> </ul>
<b>Other particular assessment requirements not preventing candidates from becoming competent coaches</b>	No reasonable adjustments to be determined by Home Nation Delivery Centres are envisaged; all Home Nation Delivery Centres must apply to the BCU / BCU Awarding Body, as outlined above.	