

## Safety, Leadership and Support Module Provider Pathway

### Introduction

It is acknowledged that individuals working towards becoming a Provider have different levels of experience, knowledge and skills. It is recommended that a development plan is considered to gain experience, working with different Providers and in different environments prior to submitting an application. For anyone new to providing British Canoeing awards, it may be useful to construct a development plan with a more experienced Provider.

### Roles

Safety & Navigation

Leadership

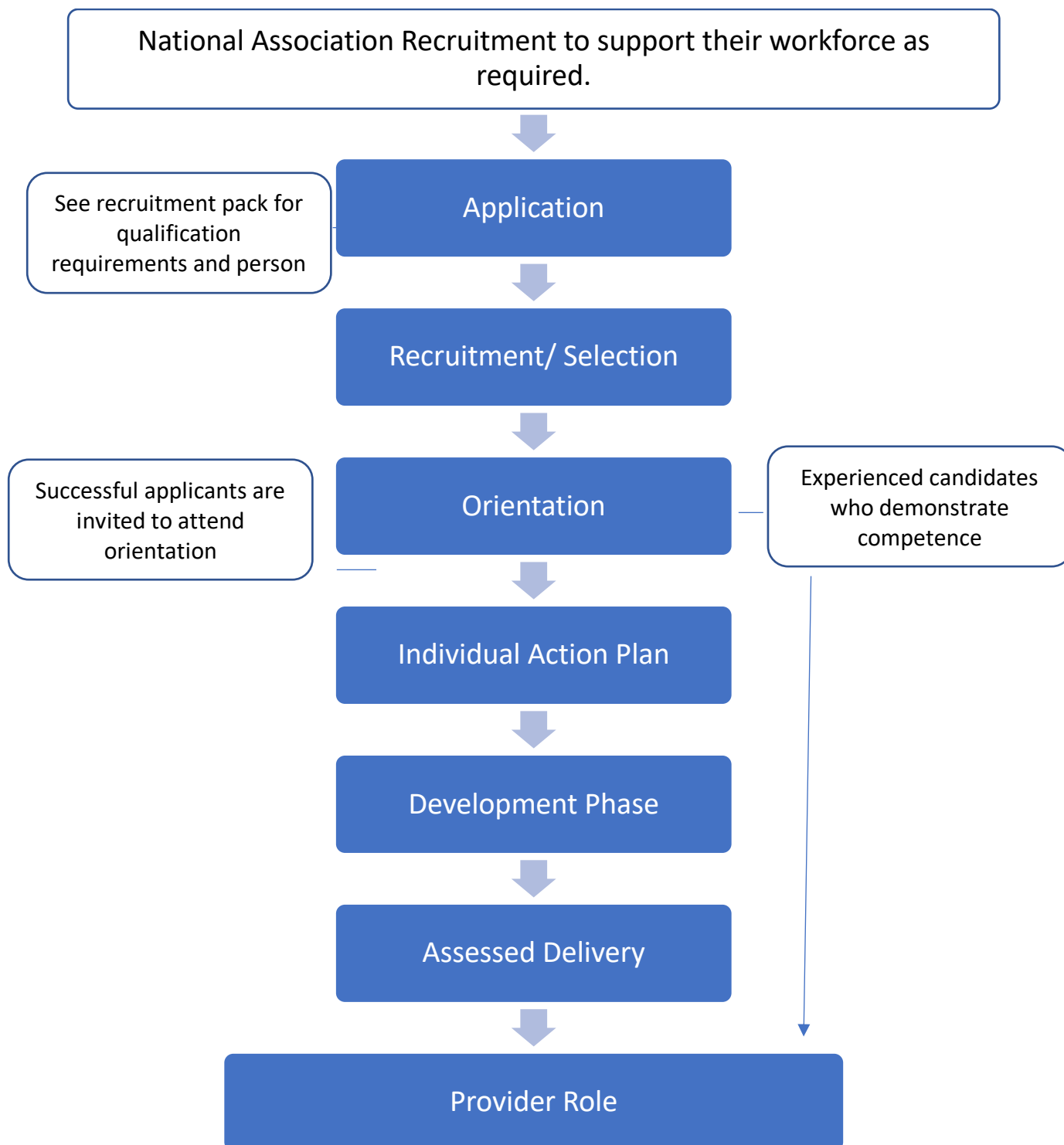
Discipline Support Modules

Foundation and Intermediate Modules

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## Pathway to Becoming a Safety, Leadership or Support Module Provider - Summary



## Needs Analysis

Provider Roles are considered at a UK level, as well as a National and Regional level, to ensure appropriate demand is met. The UK Coaching Administration Group will conduct yearly workforce and demand reviews, ensuring appropriate recruitment and succession is planned. National Associations will consider some or all of the following in ascertaining priorities:

- Geographical spread
- Diversity
- Discipline coverage
- Saturation of Providers or courses
- Succession planning

## Recruitment

Conducted in line with the British Canoeing Coaching and Qualifications Recruitment and Selection Guidelines, recruitment will include:

- Dates of when Orientations will take place
- Different application options (online, paper based, phone interview)
- Provider requirements and National Associations priorities

## Selection

Conducted in line with the British Canoeing Coaching and Qualifications Recruitment and Selection Guidelines, selection will include:

- Application meets minimum Provider requirements
- Application satisfies some or all of the National Associations priorities
- Selection Panel agree the applicant is capable of achieving the Provider role by attending an Orientation event.

## Orientation

Conducted in line with the appropriate schedule of learning and assessment, candidates will attend the Orientation event, they can attend any National Association event. There will be 5 possible outcomes from the event:

1. Provider Role Granted – The aspirant Provider is able to start delivering the associated course immediately. They are likely to have a simple action plan from the event but there is no requirement for follow up.
2. Conditional Provider Role Granted – The aspirant Provider is able to start delivering the associated course immediately. They are likely to have a simple action plan from the event. They are required to deliver their first event with a full Provider.
3. Action Plan – The aspirant Provider is not able to deliver the associated course immediately. They have a simple action plan from the event. They need to provide evidence of completion prior to Provider roles being granted. Example: Need to develop SUP Personal Skills, evidence could be SUP PPA, a Day 1-1 Coaching with SUP DSM Provider or Coach etc.

4. Action Plan – National Association Trainer Assessed Delivery - The aspirant Provider is not able to deliver the associated course immediately, they have a more complex action plan from the event. They need to provide evidence of completion of action plan to National Association Coaching Manager who will assign a National Association Trainer to perform the final Assessed Delivery, outcomes of an Assessed Delivery could be any of the options 1 - 4 discussed above. However, a 2<sup>nd</sup> National Association Trainer sign off being required would be highly unusual.
5. Event is void/ marked as non-attendance - The aspirant Provider is unable to attend or doesn't take part in the day's activity. National Association Coaching Manager would decide if the candidate had to attend another orientation or make a fresh application dependant on circumstances.

### Assessed Delivery

When required this would be organised on the following principles:

- The aspirant Provider contacts the National Association Coaching Manager to arrange Final Recommendation – this will include providing evidence of completion of action plan if required.
- The National Association Coaching Manager provides the contact details of up to 3 National Association Trainers and the Provider Final Recommendation Guidance Document.
- The aspirant Provider can request alternate Trainers details if a conflict of interest exists or if dates/ terms are not able to be reconciled.
- The aspirant Provider sets and agrees terms and conditions with the National Association Trainer they have selected.
- The aspirant Provider sets up the course as agreed with the Trainer.
- The National Association Trainer is responsible for the quality of the course and the safety of themselves, aspirant Providers, other Providers involved, course candidates and mock students (where required).
- National Association Trainer makes a recommendation regarding the Provider.
- National Association Coaching Manager makes the final decision regarding the providers role and grants if all conditions are met.

### Appeals

The British Canoeing Enquires and Appeals Procedure is in place for candidates who wish to enquire about, or appeal against assessment decisions relating to British Canoeing Coaching, Leadership, and Personal Performance Qualifications and Awards. If an aspirant Provider wishes to enquire about or appeal any aspect of the orientation or assessed delivery, these procedures would be followed.

### Notification, Support and Resources

On successful completion of the Provider role, the new Provider will have their membership record updated. Provider roles are not certificated but they will receive a confirmation email which will confirm the role and some or all of the following: (if relevant)

- Provider roles do not automatically transfer if they move to another National Association
- Provider Service Agreement
- Moderation requirements
- Guidance on registering courses
- Links to Provider area of National Association and Awarding Body websites
- Opportunity to provide feedback on their development journey

### Aspirant Providers currently in the logbook system

Current aspirant Providers will have two options:

1. Submit their current Provider Logbook as evidence of completion of actions from Orientation event and arrange for a National Association Trainer Assessed Delivery.
2. Attend a new Orientation event (from 1<sup>st</sup> April 2019), the outcomes of which are listed 1 - 5 earlier in this document.

## Appendices

### Provider Assessed Delivery Guidance Document

#### Step 1

Inform your National Association that you have completed your action plan and are ready to arrange your assessed delivery.

Your National Association will confirm you can go ahead with the Final Recommendation and provide you with contact details of National Association Trainers.

#### Step 2

Contact National Association Trainers and agree dates, venues, roles and responsibilities and financial matters.

- National Associations have an agreed a flat rate of up to £200 per day for National Association Trainer work of this nature.
- Some National Association Trainers will reduce rates if you intend to provide these courses on a voluntary basis.
- You will need to agree any incidental costs (travel, sustenance, accommodation etc) and the payments of administration fees (remember these should be factored in to any fee you intended to charge course candidates).
- Some Trainers will be VAT registered, remember to consider VAT in your planning.

#### Step 3

The National Association Trainer will book the courses with their National Association, you will need to organise your candidates and deliver your course. The National Association Trainer will be involved in delivery and give you handy hints tips and feedback on the day but the expectation is that you should be prepared to and demonstrate the majority of the planning, delivery, review and wrap up of the course.

#### Step 4

The National Association Trainer makes their recommendation to your National Association.

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2. Conditional Provider Role Granted – The aspirant Provider is able to start delivering the associated course immediately, they are likely to have a simple action plan from the event and are required to deliver their first event with a full Provider. National Associations to sample compliance at 10% of new Providers – percentage reviewed annually.
3. Action Plan – The aspirant Provider is not able to deliver the associated course immediately. They have a simple action plan from the event and need to provide

evidence of completion prior to provider role being granted. Example: Need to develop SUP Personal Skills, evidence could be SUP PPA, Day 1-1 Coaching with SUP DSM Provider or Coach etc.

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### **Step 5**

National Association confirms the outcome of the assessed delivery.