

AWARDING BODY COMMITTEE

TERMS OF REFERENCE

1. Title

- 1.1** The Group shall be called the British Canoeing Awarding Body (AB) Committee.

2. Accountability

- 2.1** The AB Committee is accountable to the Board of British Canoeing for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board will manage this accountability in the following ways:
- 2.1.1** Approve the Terms of Reference and any changes to the Terms of Reference for the AB Committee;
- 2.1.2** Receive and consider reports via the Coaching Strategy Group.

3. Purpose

- 3.1** The Purpose of the AB Committee is to:
- 3.1.1** Support the Board in its responsibilities for British Canoeing Coaching and Qualifications to comply with the regulators Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment.

4. Responsibilities

- 4.1** The AB Committee shall have the following responsibilities:
- 4.1.1** Determine how British Canoeing could effectively and proactively respond to coaching policies and strategies from the UK Government, agencies and other organisations which affect British Canoeing Coaching;
- 4.1.2** Determine how British Canoeing could effectively and proactively respond to coaching policies and strategies from the UK Government, agencies and other organisations which affect British

Canoeing Coaching;

- 4.1.3** Ensure the alignment of practices and policies are sound and appropriate for regulatory requirements;
- 4.1.4** Examine existing and new regulated awards meet compliance set by Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment;
- 4.1.5** Identify potential risks, manage and report such risk register to the Coaching Strategy Group (CSG);
- 4.1.6** Provide sound and rationalised advice to the Head of Coaching and Qualifications on reporting and declarations to regulators.

5. Membership of the AB Committee

- 5.1** The AB Committee shall consist of the following Voting Members:
 - 5.1.1** A Chair;
 - 5.1.2** British Canoeing Head of Coaching and Qualifications (Responsible Officer);
 - 5.1.3** An external Awarding Organisation Advisor;
 - 5.1.4** Occupational Standards Advisor.
- 5.2** The AB Committee may co-opt additional members to provide specialist skills, knowledge and experience and may procure specialist advice at the expense of the organisation, subject to budgets being agreed in advance of CSG.
- 5.3** The membership of the AB Committee shall be appointed for a 4-year term following an open recruitment process which shall be managed by the Head of Coaching and Qualifications. The Chair of the AB Committee will be appointed by vote from the membership of the Awarding Body Committee.

6. Conflicts

- 6.1** British Canoeing is committed to upholding high standards of integrity and, as such, any person who is part of the AB Committee shall declare any conflicts or potential conflicts. If a person is unsure whether they have

a conflict or potential conflict, they should consult the Head of Governance and Compliance.

7. Roles of the AB Committee Members:

7.1 Members will be appointed to the AB Committee on the basis of having strengths in the following areas:

7.1.1 A comprehensive understanding of mainstream education HE/FE experience;

7.1.2 Detailed understanding of the National Qualifications Framework;

7.1.3 Knowledge and experience of National Occupational Standards;

7.1.4 Commitment to British Canoeing's organisational policies and procedures, and ability to work within these policies;

7.1.5 Willingness to work in line with the Values of British Canoeing.

7.2 In addition to contributing to all aspects of the identified discipline(s), each group member will fulfil the specific roles outlined below:

Chair	To Chair meetings of the AB Committee. To contribute specific expertise in regulatory matters. To provide expert knowledge around National Qualification frameworks and occupational standards, ensuring that British Canoeing processes are applied correctly at all times.
Responsible Officer Head of Coaching and Qualifications	To contribute specific expertise as identified and is the direct contact to external regulators.
An external Awarding Organisation Advisor	To contribute specific expertise as identified, providing external awarding organisation knowledge.
Occupational Standards Advisor	To contribute specific expertise as identified, advising on occupational standards.

8. Meetings

- 8.1** The AB Committee will meet at least three times a year. The Chair of AB Committee may convene additional meetings as they deem necessary.
- 8.2** Meeting dates shall usually be agreed at least 60 days in advance. Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance.
- 8.3** The meetings may be held in person, by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.
- 8.4** A minimum of three members of the AB Committee must be present for the meeting to be deemed quorate.
- 8.5** Minutes shall be taken to record the topics and discussion in the meeting but should not be attributed to individuals but will capture the collective decision of the group.
- 8.6** Draft minutes of the meeting shall usually be circulated to members of the group and made available to the Coaching Strategy Group within 14 days of the meeting.

9. Confidentiality

- 9.1** Any confidential information disclosed to the AB Committee shall remain confidential until such point that the confidential information comes into the public domain.

10. Data Protection

- 10.1** All personal data held by the AB Committee in connection with qualifications and awards will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

11. Terms of Reference and Committee effectiveness

- 11.1** These Terms of Reference for the AB Committee shall be reviewed every two years.