

## **AWARDING BODY COMMITTEE TERMS OF REFERENCE**

### **1. Title**

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

### **2. Accountability**

**2.1** The AB Committee is accountable to the Board of Paddle UK 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 Leadership and Strategy Group (CLSG).

### **3. Purpose**

**3.1** The Purpose of the AB Committee is to:

**3.1.1** Support the Board in its responsibilities for BCAB 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, acting with delegated powers from the Board of Paddle UK, shall have the following responsibilities:

**4.1.1** Determine how BCAB should effectively and proactively respond to coaching policies and strategies from the UK Government, agencies and other organisations which affect BCAB;

**4.1.2** Ensure that practices and policies align and are appropriate for regulatory requirements;

- 4.1.3** Ensure existing and new regulated awards meet the compliance standards set by Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment;
- 4.1.4** Recommend submissions on behalf of the Board of Paddle UK including, but not limited to, the Statements of Compliance to Ofqual, Qualifications Wales and the Council for the Curriculum, Examinations and Assessment annually;
- 4.1.5** Identify potential risks, suggest and report such risk register to the CLSG;
- 4.1.6** Provide considered, rationalised, and appropriate advice to the Director of Recreation and Development 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** Paddle UK Director of Recreation and Development (who also fulfils the role of British Canoeing Awarding Body Responsible Officer);
  - 5.1.2** External Awarding Organisation Advisor;
  - 5.1.3** Occupational Standards Advisor;
  - 5.1.4** Curriculum and Qualifications Advisor;
  - 5.1.5** National Occupational Standards Advisor.
- 5.2** The external members of the AB Committee shall be appointed following an open recruitment process managed by the Paddle UK Director of Recreation and Development.
- 5.3** The AB Committee will be chaired by an independent member of the AB Committee (any member not employed by British Canoeing – Trading as Paddle UK) who will be appointed following a vote by its members.
- 5.4** 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 by the

executive.

## 6. Conflicts

**6.1** Paddle UK 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 Paddle UK Head of Governance.

## 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 vocational education and/or 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 BCAB organisational policies and procedures, and ability to work within these policies;

**7.1.5** Willingness to work in line with the Values of Paddle UK.

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

<p><b>Chair</b></p>	<p>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 BCAB processes are applied correctly at all times.</p>
<p><b>BCAB Responsible Officer</b> Director of Recreation and Development</p>	<p>To contribute specific expertise as identified as well as being the direct contact to external regulators.</p>

<b>An external Awarding Organisation Advisor</b>	To contribute specific expertise as identified, providing external awarding organisation knowledge.
<b>Occupational Standards Advisor/National Occupational Standards Advisor</b>	To contribute specific expertise as identified, advising on occupational standards.
<b>Curriculum and Qualifications Advisor</b>	To contribute specific expertise as identified, advising on curriculum and qualification related topics.

## 8. Meetings

- 8.1** The AB Committee will meet at least three times a year. The Chair of the AB Committee may convene additional meetings as they deem necessary.
- 8.2** Meeting dates shall usually be agreed at least 60 days in advance except where there is a more pressing need for a meeting to be convened. 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 and draft minutes shall usually be circulated to members of the group and made available to the CLSG within 14 days of the meeting.
- 8.6** Minutes will also be openly published but in these published minutes, comments and discussions will not be attributed to individuals but will instead capture the collective decision of the group.

**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 Paddle UK'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.