

British Canoeing

Paddlesport Instructor

Candidate Assessment Pack

[With Unit Specification References]

Candidate Details

Candidate Name:	
Home Nation Association Membership Number:	
I confirm that all evidence provided within this assessment pack is true and that all work associated with the achievement of this qualification is my own.	
Candidate Signature:	Date:

Introduction

Welcome to the British Canoeing Paddlesport Instructor Candidate Assessment Pack. This pack will be completed, in the main, by Paddlesport Instructor Tutors and Assessors. Candidates are, however, required to complete the ‘Candidate Details’ on page 1.

This pack includes the details of each assessment task and the overall summary of outcomes that candidates are required to meet. Further details of all the elements required prior to certification are included in the Paddlesport Instructor Course Guide and Paddlesport Instructor Assessment Guidance.

Once all assessment tasks have been completed successfully, this Assessment Pack is sent to the Home Nation Delivery Centre to make the recommendation for certification.

Record of signatures used:			
Name:		Signature:	
Role:	Final Assessment Director		
Membership Number:			
Name:		Signature:	
Role:	Assessor		
Membership Number:			
Name:		Signature:	
Role:			
Membership Number:			
Name:		Signature:	
Role:			
Membership Number:			
Name:		Signature:	
Role:	Internal Verifier		
Membership Number:			

1. Rescue Skills

Candidates are required to deal with the following bank- and boat-based incidents:

- recover a swimmer from the water using a bank-based rescue
- recover a capsized paddler from deep water (canoe and kayak)
- recover an upright incapacitated paddler to the shore (canoe and kayak)
- rescue an unconscious or entrapped paddler (canoe and kayak)
- capsize and perform an effective self-rescue in deep water (canoe and kayak)

Boat-based candidates are required to rescue participants in both canoe and kayak. Candidates normally rescue from the same craft that they are rescuing.

Bank-based candidates need to identify good practice and supervise the execution of the boat-based rescues. They are also required to demonstrate a self-rescue to deal with the situation if they were to accidentally fall in the water.

The following qualities are required:

- appropriate choice of rescue
- follow the 'shout-reach-throw-row' protocol
- follow the 'self-team-victim-equipment' protocol
- clear and correct instructions
- effective execution of rescue
- effective recovery of casualty (and equipment) to a stable environment
- appropriate personal safety precautions taken (including safe moving and handling)
- appropriate manner (calm and in control)

See British Canoeing Paddlesport Instructor Assessment Guidance for further details.

Background Knowledge and Understanding:

Through observation of performance and/or questioning it is apparent that the coach understands the importance of dealing with rescues promptly and calmly.

1. Assessment Record – Rescue Skills		
<input type="checkbox"/> Canoe	<input type="checkbox"/> Kayak	(✓ / ✗)
(Note: completion of both the canoe and kayak rescues is required before certification).		
I confirm the candidate has demonstrated the required standard in all aspects of this task:		
Assessor Signature:		Date:

2. Personal Skills (Boat-based Candidates)

The coach demonstrates the necessary personal skills for coaching paddlesport sessions in a sheltered water environment.

Candidates must perform the following skills in both canoe and kayak:

- launching and landing
- forward paddling
- steering
- turning and manoeuvring
- moving sideways
- preventing a capsize

See British Canoeing Paddlesport Instructor Assessment Guidance for further details.

2. Assessment Record – Personal Skills		
<input type="checkbox"/> Canoe	<input type="checkbox"/> Kayak	(✓/
		x)
(Note: completion of both the canoe and kayak skills is required before certification).		
I confirm the candidate has demonstrated the required standard in all aspects of this task:		
Assessor Signature:	Date:	

3. Practical Coaching

During the Paddlesport Instructor course candidates will plan, deliver and review at least three short coaching sessions.

Session Planning

The following planning skills and knowledge are required:

Session Planning Skills – The Coach:

- collected necessary information about the group, individuals, equipment and venue
- used evaluations of previous activities to help develop the plan
- established appropriate session aim/s
- planned timing, structure and content to promote learning (linked to session aims)
- planned activities and delivery styles to engage all participants
- identified the key learning points for the skill/s covered
- included safe and effective activities in all elements of the session
- identified appropriate safety control measures
- kept the plan within the boundaries of their experience, qualification and remit
- covered all elements in the session that they were supposed to

Background Knowledge and Understanding:

Through observation of performance and/or questioning it is apparent that the coach has the background knowledge and understanding to inform effective session planning in the following areas:

- the importance of session planning and preparation
- how to identify own/others' responsibility for different aspects of the session
- why it is important to work closely with the person with overall session responsibility
- why and how to use evaluations of other activities when planning sessions
- why it is important to make sure the planned activities meet the session aims
- why warm-ups and cool-downs are important
- different warm-up/cool-down activities appropriate to activities being coached
- the remit of the Paddlesport Instructor

See British Canoeing Paddlesport Instructor Assessment Guidance for further details.

Coaching Delivery

The following delivery skills and knowledge are required:

Session Delivery - The Coach:

- appropriately presented self and demonstrated positive behaviour
- delivered the planned session making adaptations to manage participants' enjoyment and/or learning if (and when) required (including suitable timing, structure, content and delivery styles)
- ensured participants were warmed-up ready for the session
- communicated clearly and effectively
- provided clear and technically correct demonstrations and explanations
- paid attention to the needs of all the participants
- used at least two different coaching styles
- used appropriate balance of verbal instruction, visual demonstration and practice time
- used observations to assess motivation, evaluate and develop performance
- provided feedback at appropriate times to motivate and develop performance
- effectively concluded the coaching session, and cleared the coaching area

Background Knowledge and Understanding:

Through observation of performance and/or questioning, it is apparent that the coach has the background knowledge and understanding to inform effective session delivery in the following areas:

- the importance of dress, appearance and behaviour at work
- the importance of clear communication, and what might happen if communication is not clear
- how to give clear and correct demonstrations and explanations
- the importance of answering participants' questions
- how to motivate and encourage participants without putting them under stress
- different ways to manage participant behaviour during sessions
- how to use coaching methods to improve participants' performance
- how to, and why it is important to provide feedback to participants
- the importance of allowing enough time to finish activities as planned
- the importance of teamwork to maximise safety, enjoyment and learning

Session Safety

The following skills and knowledge are required:

Session Safety - The Coach:

- checked and assessed the environment following the correct procedures
- used appropriate risk/group management strategies
- checked that equipment was set up correctly, correctly sized/fitted and appropriate to the individual/activity (e.g. boats, buoyancy aids and paddles)
- used and explained safe lifting and handling techniques
- had available necessary safety equipment to deal with identified problems
- took correct action to deal with any problems, if (and when) required

Background Knowledge and Understanding:

Through observation of performance and/or questioning, it is apparent that the coach has the background knowledge and understanding to inform safe session delivery in the following areas:

- safe manual lifting and handling techniques for a range of situations
- the importance of safe lifting and handling
- the health and safety (and storage) requirements for different boats, paddles, buoyancy aids, helmets, personal clothing and footwear, spraydecks, and safety equipment
- the requirements for dress and equipment for the activities being coached
- dynamic risk assessment and management
- reporting procedures (damaged kit, problems at venue, accidents, illness or injury)
- knowing how and when to get help if/when required
- dealing with problems
- the importance of health, safety, cleanliness and tidiness at coaching venue and storage areas
- understanding health and safety responsibilities

See British Canoeing Paddlesport Instructor Assessment Guidance for further details.

Session Review

The following skills and knowledge are required:

Session Review - The Coach:

- reviewed the session with the person responsible for the session and with colleague/s
- compared what happened during the activity with what was planned
- identified what the participants achieved during activities
- took account of participants' feedback about activities
- provided own ideas about what went well and what could be improved
- recorded the session review

Background Knowledge and Understanding:

Through observation of performance and/or questioning, it is apparent that the coach has the background knowledge and understanding to inform effective review in the following areas:

- the importance of always trying to improve own work
- why feedback from colleagues and participants is important
- how to gather and use feedback to improve own work
- the importance of getting feedback from participants at the end of the session
- the importance of evaluating sessions, and recording results
- the importance of taking part in training and education

See British Canoeing Paddlesport Instructor Assessment Guidance for further details.

	Craft Used	Topic Coached	Date	Assessor Name
Session 1				
Session 2				
Session 3				

4. Training Course Workbook

3. Assessment Record – Practical Coaching (Planning, Delivery, Safety and Review)	
<input type="checkbox"/> Canoe	<input type="checkbox"/> Kayak (✓/✕)
(Note: completion of both the canoe and kayak sessions is required before certification).	
I confirm the candidate has demonstrated the required standard in all aspects of this task:	
Assessor Signature:	Date:

Through completion of the Paddlesport Instructor Training Course Workbook (supplemented with observation of performance, questioning or other assessment methods), it is apparent that the coach has the background knowledge and understanding in the following areas:

Paddlesport Instructor's Remit

- understanding the Paddlesport Instructor remit
- checking session plans are appropriate
- the importance of checking equipment has been set up correctly

Coaching Personality

- the importance of equality and diversity
- how to treat people equally and respect their individuality
- responsibilities relevant to coaching role

Recognition of Different Paddlesport Activities

Long Term Paddler Development

- principles of the British Canoeing LTPD Phases
- details of the British Canoeing LTPD Paddlesport Start Stage

Safety

- the types of hazards that may be found
- the types of injuries and illnesses that may occur

Equipment

- safety equipment that may be required in a coaching session

Preparing Participants for Coaching Sessions

- the information participants need prior to starting a session

Safeguarding and Protecting Children and Vulnerable Adults

- safeguarding and protecting procedures
- the importance of safeguarding and protecting children and vulnerable adults

How to Deal with Confidential Information

The British Canoeing Performance Awards the Paddlesport Instructor May Deliver

Assessment Record

I confirm the candidate has demonstrated the required standard in all aspects of this task:

Assessor Signature:

Date:

Evidence of Completion – Assessment Overview

Original Certificate / Evidence seen for Assessment Prerequisites:		
	Assessor confirmed (Please mark ✓, ✗, n/a)	Notes
Evidence of Registration	<input type="checkbox"/>	
Foundation Safety and Rescue Training	<input type="checkbox"/>	
Paddlesport Instructor Training	<input type="checkbox"/>	
Personal Skills Award	<input type="checkbox"/>	

Assessment Tasks:			
Title	Assessor confirmed (Please mark ✓, ✗, n/a)		Notes
1. Rescue Skills	Canoe <input type="checkbox"/>	Kayak <input type="checkbox"/>	
2. Personal Skills	Canoe <input type="checkbox"/>	Kayak <input type="checkbox"/>	
3. Practical Coaching	Canoe <input type="checkbox"/>	Kayak <input type="checkbox"/>	
4. Workbook	<input type="checkbox"/>		

Final Assessment Director Statement			
I confirm that all evidence provided within this assessment pack has been checked and assessed against the guidelines of the BC Awarding Body, all documentation is complete and all evidence signatures are in place. I therefore recommend this candidate is awarded the British Canoeing Paddlesport Instructor Certificate (Boat-Based) OR please tick if Bank-Based <input type="checkbox"/> .			
Name:			
Signature:		Date:	

Additional Notes to the Delivery Centre

Assessors should write any additional information to support the Candidate's result, in particular any anomalies or adjustments that were made. Please note anything that will:

- Help the Home Nation process the candidate's paperwork
- Help with the standardisation of assessment
- Help another assessor conclude the candidate's assessment (in the case of a deferral)
- Evidence any reasonable adjustments made
- Evidence how conflicts of interest were managed
- Provide additional evidence to support the result
- Act as a reminder of events in the case of an enquiry or appeal

Please sign and date comments.