

## **BCU Awarding**

### **Level 2 Certificate in Coaching Paddlesport**

#### **Course Guide**

## BCU Level 2 Course Guide

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## Introduction

Welcome to the BCU Level 2 Course Guide. This guide introduces you to the qualification content and structure.

## Why choose a BCU Awarding Qualification?

- Our qualifications give you the hands on knowledge and competence to coach paddlesport activity.
- The BCU has over 40 years' experience running coach training and assessment qualifications.
- We aim to give you support and impartial advice whatever your experience, skills or specific needs.
- Our qualifications have been accepted as the industry standard for over 35 years.
- Our coaching qualifications are included in the Register of Regulated Qualifications.
- We aim to provide fit for purpose qualifications through a quality assured and cost effective service.
- The Level 2 Certificate in Coaching Paddlesport is United Kingdom Coaching Certificate (UKCC) endorsed.
- We are the only Awarding Body offering the Level 1 Certificate in Coaching Paddlesport.

The Office of Qualifications and Examinations Regulation (Ofqual) and the Scottish Qualifications Authority (SQA) recognise and regulate us. This means you can have every confidence in the robustness and procedures that underpin the qualifications' design and delivery.

Our customer services statement is available on our website ([www.bcuawarding.org.uk](http://www.bcuawarding.org.uk)).

Level 2 courses are delivered via a 'Home Nation Delivery Centre', externally verified by BCU Awarding. The four BCU Home Nation Associations each operate a Delivery Centre. They each run a process of internal verification to maintain standards and consistency.

## The BCU Coaching Pathway

There are four levels to the BCU Coaching Pathway. These levels reflect the experience and expertise of the coach.

The **Level 1** qualification is for those new to paddlesport coaching. The qualification is not discipline specific and suitable for coaches who work with paddlers from any of the competitive and non-competitive paddlesport disciplines. The Level 1 Coach can plan, deliver and review short coaching sessions, normally with the support of a more qualified coach. They have specific training to coach paddlers in their first year of activity and to help run taster sessions.

The **Level 2** Coach is able to plan, deliver and review progressive sessions safely and effectively. Like the Level 1, this non-discipline-specific qualification is relevant to coaches who want to coach any paddlesport discipline. You can choose canoe and/or kayak endorsements at assessment. Level 2 Coaches will work with paddlers predominantly in their first 3 years of paddling activity. The Level 2 Coach can work without supervision and is able to offer guidance and support to the Level 1 Coach.

**Discipline Support Modules** - The BCU offer modules for Level 1 and 2 Coaches who want to coach Canoe Slalom, Freestyle, Racing, Polo, Surf, and Wild Water Racing.

**Leadership Awards** - The BCU 4 Star Leadership awards provide qualifications for paddlers to lead others in moderate water conditions. These qualifications are available in Freestyle, Open Canoe, Sea, Surf, Touring, and White Water.

**Moderate Water Endorsement** - The BCU offer an endorsement to extend the Level 2 remit to coach in moderate water environments. These qualifications are available in Open Canoe, Sea, Surf, and White Water.

The **Level 3** Coach is a discipline specialist who is able to plan, implement, and analyse long-term development programmes. This is a suitable qualification for someone in charge of paddlesport activities in a club / centre or a working professional. Level 3 Coaches specialise in one or more of the disciplines or environments listed below:

- Freestyle
- Polo
- Sprint Racing
- Wild Water Racing
- Marathon Racing
- Sea
- Surf
- Open Canoeing
- Slalom
- White Water Kayaking

The **Level 4** qualification is still under development; due to be launched 2015.

## The BCU Level 2 Certificate in Coaching Paddlesport

The Level 2 Certificate in Coaching Paddlesport develops the foundation coaching skills taught at Level 1 to underpin future coaching behaviours and practice.

### The Level 2 Coaching Role

A Level 2 Coach is trained and assessed to plan, deliver and review a series of six progressive coaching sessions, normally for paddlers in their first three years of paddlesport participation.

The BCU recommend the Level 2 Coach is the right qualification for coaches working in a sheltered water environment with any type of canoe and/or kayak (depending on the certification route followed). The Level 2 Coach has been trained and assessed to work without supervision.

### Bank- and Boat-Based Options

The Level 2 Certificate in Coaching Paddlesport is available as either a boat- or bank-based option. Boat-based coaches need to show they have the necessary canoe and/or kayak personal skills for coaching paddlesport sessions in a sheltered water environment, the ability to provide technically correct demonstrations, and that they can perform the necessary rescues. In contrast, bank-based coaches have to show their ability to manage the coaching environment from the shore and to provide effective safety cover. While the two routes do exist, most courses are open to both bank- and boat-based candidates.

### Canoe and/or Kayak Options

All candidates will do generic training; however, there are three options for assessment:

- Level 2 Certificate in Coaching Paddlesport (Kayak)
- Level 2 Certificate in Coaching Paddlesport (Canoe)
- Level 2 Certificate in Coaching Paddlesport (Canoe & Kayak)

### Further Information

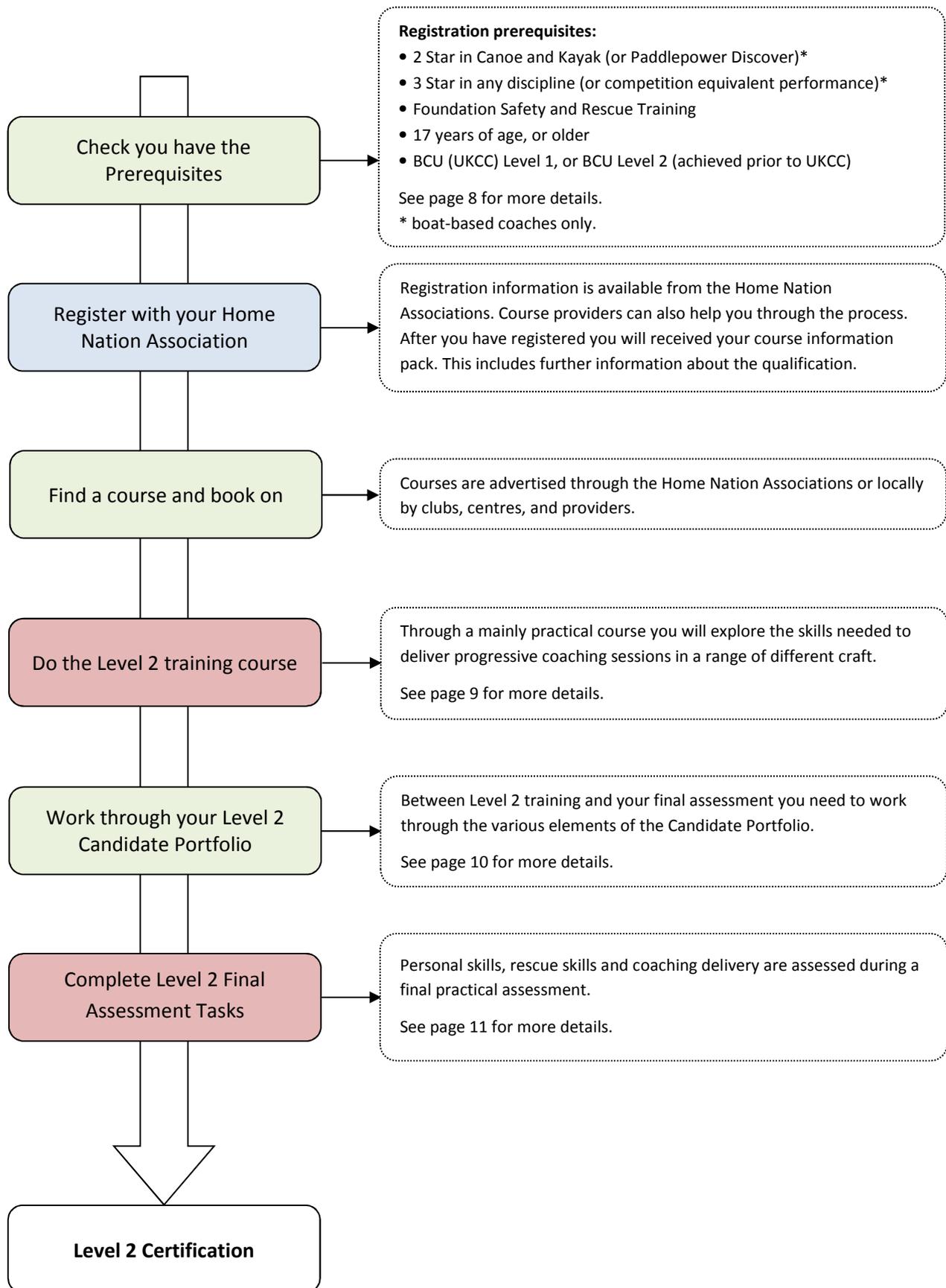
When you register for the award you get an information pack including these documents: (Registration details are on page 8).

- Level 2 Course Guide
- Level 2 Workbook
- Level 2 Portfolio
- Level 2 Candidate Assessment Day Pack

These two documents are available from your Home Nation Association. They provide full details about the learning outcomes, content and assessment criteria:

- Level 2 Unit Specification and Course Content
- Level 2 Assessment Guidance

## The BCU Level 2 Pathway and Content Model



## Registration and Prerequisites

You need to register before attending a Level 2 training course. Details are available from the Home Nation Associations (see page 18 for contact details).

When you register for Level 2 training you need these prerequisites:

- BCU 2 Star Award in Canoe and Kayak (or Paddlepower Discover)\*
- BCU 3 Star in any discipline or competition equivalent performance (see below)\*
- BCU Foundation Safety and Rescue Training
- 17 years of age, or older
- Registration Fee £39 for full Home Nation Association Members
- BCU Level 1 Certificate in Coaching Paddlesport, or BCU Level 2 Coach (achieved prior to UKCC)

Registration is valid for 12-months. You must attend the training course within 12 months of the date registration was processed by the Home Nation Association. In order for registration to remain valid you need to maintain full Home Nation Association membership.

\* Note: Bank-based candidates are not required to hold these personal performance awards.

### Competition Equivalent Performance

Paddlers can use recognised competition equivalent performance instead of the BCU 3 Star. Evidence should be presented to your Home Nation Association. Evidence can be taken from Ranking Lists, Yearbooks, race results or evidence supplied by a National Coach for the Discipline.

The following standard is required:

- Slalom: Ranked Division 2 or above
- Racing: Adult 'C' Ranking or Junior 'A' or 'B' Ranking
- Marathon: Ranked Division 4, 5, 6 (Men); Division 5, 6 (Women)
- Polo: Ranked in Division 3 or 4

Ranking must have been maintained for at least 2-years.

### Personal Performance Standard

You are not required to have done your BCU 3 Star or the competition equivalent standard within any given time frame. Indeed, you may have done it many years ago. However, in order to get the most from your training course it is important to make sure your personal skills are up-to-date and well practiced.

## The Level 2 Training Course

The aim of the Level 2 training course is to provide you with the tools to plan and deliver a series of progressive paddlesport coaching sessions, with a range of different types of craft.

The Level 2 training course qualification involves a minimum 30-hours contact time. Courses are run in a variety of formats, anything from a modular course run over a series of weeks to intensive four-day courses.

### Content – How to Coach

The Level 2 training course covers aspects of these ‘how to coach’ skills:

- coaches role and responsibilities
- planning a series of paddlesport coaching sessions
- understanding and meeting participants needs
- session preparation
- delivering a progressive paddlesport coaching sessions
- evaluating and reviewing paddlesport coaching sessions
- technical, tactical, physical, psychological aspects of paddlesport
- safety

### Content – What to Coach

The Level 2 award focuses on how to coach the skills needed by paddlers in their first three years of paddlesport activity. For example:

- Fundamental Movement Skills (Balance, Coordination, Agility)
- Fundamental Paddlesport Skills (Posture, Connectivity, Power Transfer, and Feel)
- lifting and carrying
- launching and landing
- forward paddling
- reverse paddling
- stopping (forward and backwards)
- steering, turning and manoeuvring
- moving sideways
- preventing a capsize

By the end of the course you should have developed your technical understanding and have a range of coaching strategies.

### Validity

The Level 2 training course remains valid for 12-months. You should finish all elements required for certification within 12-months of your Level 2 training course. See page 12 for information about extensions.

## Level 2 Candidate Portfolio

Between Level 2 training and your final assessment you need to work through the 'Candidate Portfolio'. This aims to develop learning and knowledge across the range of Level 2 competencies.

The portfolio is made up of four assessed tasks:

1. Workbook
2. Assessment Prerequisites
3. Coaching Case Study
4. Feedback and Review

The 'Candidate Portfolio' contains details of each task and the evidence requirements. It also forms the framework for the submission of your final evidence and includes templates to help you provide the information required. Your finished portfolio is submitted to (and assessed by) your final assessment Director. It is important to note that without a fully completed assessment portfolio the final practical assessments will be unable to go ahead.

**1. Workbook:** The Level 2 Workbook helps you explore a selection of topics that are relevant to the Level 2 coaching role. The workbook contains a number of activities that form part of your overall assessment evidence. It needs to be filled in before your final assessment. Training course tutors will help and support you in the use of the resource and provide guidance in completing the various activities.

**2. Assessment Prerequisites:** Before attending your final assessment you need to do a number of courses/tasks. This includes for example; First Aid Training, 3 Star, Child and Protection Training. Full details are included within the Candidate Portfolio.

**3. Coaching Case Study:** The coaching case study requires you to run a series of six progressive coaching sessions for at least two paddlers. Evidence needs to be gathered about your planning, delivery and review of the sessions. You also need to gain feedback from a fellow coach, mentor, trainer or assessor in at least two delivered sessions.

**4. Feedback and Review:** You need to collect evidence of the evaluation and review of your coaching performance.

The 'Candidate Portfolio' provides further details.

### Finding a Mentor

Between the training programme and assessment you are encouraged to find a coach mentor. Ideally this role is fulfilled by an experienced BCU (UKCC) Level 2 Coach, or above. A mentor can help by observing delivery of your sessions, providing advice and support through the development phase, and as you work through your assessment portfolio.

## The Final Assessment Tasks

The final assessment involves the review and assessment of the tasks in your Candidate Portfolio:

1. Workbook
2. Assessment Prerequisites
3. Coaching Case Study
4. Feedback and Review

You will also do these final practical assessment tasks:

5. Rescue skills
6. Personal skills (boat-based candidates only)
7. Practical coaching

A summary of these tasks follows below. Further details are in the 'Candidate Assessment Day Pack', the assessor also uses this document to record the outcomes of the final assessment tasks.

**5. Rescue Skills** - In this practical scenario based assessment you need to show suitable actions to deal with specific bank- and boat-based incidents. You need to show that you can choose the right rescues to deal with the situation, applying the shout-reach-throw-row-go and self-team-victim-equipment principles, and that you can perform the rescues safely and effectively.

**6. Personal Skills** - boat-based candidates need to show the necessary personal skills to deliver safe and effective paddlesport sessions in a sheltered water environment. You need to do this task in canoe and/or kayak depending on the certification route being followed.

**7. Practical Coaching** - You need to plan and deliver two coaching sessions working with a 'real' group (maximum of four) of paddlers; sessions normally are between 20 and 30 minutes. Sessions will be in canoe and/or kayak (depending on the certification route being followed). This assessment covers session planning, preparation, delivery, technical understanding, and safety. You normally coach paddlers who are just starting out in the sport, developing skills from the 'What to Coach' content listed on page 9.

### Assessment Courses

The Home Nation Associations and course providers advertise Level 2 assessment courses. You can also arrange an assessment directly with a Level 2 Director if you prefer. The assessment will normally run over one-day, although modular assessments are allowed. Candidates must make it clear at the point of booking which of the three assessment options they wish to pursue, e.g.:

- Kayak
- Canoe
- Combined Kayak and Canoe

## Extensions

You should finish all elements required for certification within 12 months of your Level 2 training course. You are given a six-month extension in the event of an unsuccessful assessment (i.e. you must finish all elements required for certification within 18 months of your initial Level 2 training course). If you are unable to proceed to assessment within this period you can apply to your Home Nation Association for an extension. Extensions for six-months are normally granted without problems. Longer requests need to be supported with more information and are not guaranteed.

## Incomplete Assessment Tasks

If, at the end of your final assessment, any element of your portfolio is not complete, or you have not been successful in the practical assessment tasks, the outcome will be deferred. You can either re-submit your portfolio or re-sit the final assessment tasks as necessary. If you are unsuccessful at assessment, you have an extra six-months added to your training validity, i.e. you must finish all elements required for certification within 18 months of your initial Level 2 training course. If, after this period, you have still not done everything you need to repeat the Level 2 training if you wish to continue.

Only two attempts at the practical assessment tasks are allowed, if a second attempt is unsuccessful you are required to repeat the Level 2 training if you wish to continue. The initial Director or any other Level 2 Directors may provide these reassessment opportunities. There is likely to be a fee for reassessments.

## Certification

Successful completion of all the assessment tasks will result in a recommendation for you to get the Level 2 Certificate in Coaching Paddlesport. The final assessment Director will send your paperwork to BCU Awarding Body (via the relevant Home Nation Delivery Centre) for approval and certification.

## Supporting Policies

**Appeals:** If you think an assessment decision is incorrect you have the right to appeal via your Home Nation Association. A fee is charged for a formal appeal, this is refunded if the appeal is successful. You should address queries, or register your intention to appeal, with your Home Nation Association, within 30-days of the assessment decision. Extensions to this period are only made in exceptional circumstances.

**Complaints:** If you have a complaint about the way the course staff treated you, or the way the course was conducted, contact the relevant Home Nation Association.

**Equal Opportunities:** BCU Awarding is committed to ensuring access to, and fairness in, assessment for all candidates regardless of their race, ethnic or national origin, gender, sexual orientation, disability, age, marital status, social class, political or religious beliefs and affiliations or other personal or professional characteristics which are acknowledged to have no bearing on assessment, while also safeguarding the integrity of its qualifications. The 'Equal Opportunities Policy in relation to Access to, and Fairness in, Assessment' is available from your Home Nation Association.

**Problems at Assessment:** You can apply for special consideration if you miss an assessment session, miss a deadline for the submission of written work, or perform poorly because of suffered temporary illness, injury, or indisposition at the time of assessment. For further details see 'Special Consideration Policy and Practice' available from your Home Nation Association.

**Reasonable Adjustments:** The BCU 'Reasonable Adjustments for Paddlesport Awards and Coaching' describes how assessment can be amended for learners with disabilities and other difficulties. If you are likely to find the assessment methods difficult you must discuss any concerns with your course Director. The course Director will make sure you are assessed in a suitable manner in line with the policy. The course Director will be familiar with these guidance notes and can help you understand them if necessary.

**Accreditation of Prior Learning:** If you feel that you have covered the Level 1 course material through alternative learning opportunities you can apply to your Home Nation Association for Accreditation of Prior Experience and Learning (APL). Evidence from study, employment or voluntary work may be used. This evidence needs to be submitted for review. Candidates with relevant qualifications and experience may want to use APL to apply for direct entry to Level 2 training. Further details are available from your Home Nation Association website.

**Malpractice:** Malpractice is not tolerated. Any suspected malpractice, on the part of candidates, providers, or any others involved in providing the BCU Qualifications must be reported to the relevant Home Nation Association. Anyone who fails to report suspected malpractice will be investigated and may be subject to disciplinary action. Moreover, BCU Awarding will conduct a full investigation into all instances of alleged or suspected malpractice whenever they have grounds to doubt the integrity of the assessment process and/or the legitimacy of claims for certification and will take such action, with respect to the candidates and/or centres concerned, as is necessary to maintain the integrity of the relevant qualifications.

## Once Qualified

After you have finished your qualification we hope you get out and enjoy using your skills. The Level 2 Certificate in Coaching Paddlesport enables you to work in suitable paid or voluntary roles.

### Your Remit

A Level 2 Coach is trained and assessed to plan, deliver and review a series of six progressive coaching sessions, normally for paddlers in their first three years of paddlesport participation.

The BCU recommend the Level 2 Coach is the right qualification for coaches working in a sheltered water environment with any type of canoe and/or kayak (depending on the certification route followed). The Level 2 Coach has been trained and assessed to work without supervision.

The 'BCU Terms of Reference' provides further guidance. If you are ever unsure please contact your Home Nation Association.

### Assessing BCU Performance Awards

Once qualified Level 1 and 2 Coaches can assess/deliver:

- BCU Paddlesport Start and BCU 1 Star Awards
- BCU Paddlepower Start and Paddlepower Passport Awards
- BCU Racing Time Trial Awards
- BCU Cross Stream Challenge

Level 2 Coaches are also able to assess the BCU 2 Star and other BCU Paddlepower awards. Please contact your Home Nation Association to find out the specific assessor requirements.

Contact your Home Nation Association to obtain the necessary pass-slips or certificates, or for further information.

### Continual Professional Development

We encourage you to continue to develop your learning and knowledge of the sport by working with more experienced coaches and through other coach education. Opportunities are often available through Home Nation Association programmes, or you can access alternative coaching related courses. Check your Home Nation Association websites for programmes on offer.

### Keeping Qualifications Valid

With sport and sports coaching having an increasingly public profile with moral, ethical, and social commitments, it is important that we can account for and verify the status of our paddlesport coaches. The BCU offer a Coach Update scheme through the Home Nation Associations to provide assurance that the coach meets minimum standards for deployment. If you want to get this recognition you need to meet set criteria. More details are available on the Home Nation Association websites.

## Furthering your Qualifications

When you have gained some experience you may choose to work through other BCU Qualifications or training modules, for example:

- BCU Foundation Modules
- BCU 4 Star Leader
- BCU Moderate Water Endorsement
- BCU Level 3 Coach
- BCU Discipline Support Modules (for competition coaches)

Alternatively, if you hold the bank-based award you may wish to switch to a boat-based Award, or work towards the Level 2 Kayak or Canoe award if you chose a single discipline in the first instance.

### BCU Foundation Modules

The BCU Foundation Modules are designed to give coaches an insight into various different topic areas. They are open to any coach and are a great way to gain background knowledge to support coaching practice. Most of the modules are three-hours in length, with the exception of Strength and Conditioning at six-hours. Dates of the Modules can be found on your Home Nation Association Website. Modules include:

- Coaching the Mind
- Coaching Young Paddlers
- Fitness for Paddlesports
- Fundamental Paddlesport Skills
- Paddle-Ability
- Fundamentals of Movement in Paddlesport (New in 2014)
- Mentoring for Paddlesport Coaches
- Outdoor Education and Paddlesport
- Strength and Conditioning
- Performance Planning for Paddlesport Coaches
- Swimming Pools and Paddlesport (New in 2014)

### BCU 4 Star Leader

The BCU 4 Star Leader Award provides a qualification for paddlers who wish to lead competent paddlers on short journeys in moderate water conditions. The qualification is available in Sea Kayak, Surf Kayak, Open Canoe, White Water, and Touring.

### BCU Moderate Water Endorsement

The BCU Moderate Water endorsement enables Level 2 Coaches to take their coaching abilities into specific moderate water environments. The award is available in Sea Kayak, Surf Kayak, Open Canoe, Touring, and White Water Kayak. The course focuses on the application of current coaching knowledge in the moderate water environment.

### BCU Level 3 Coach

The Level 3 Coach is a discipline specialist who is able to plan, implement, and analyse long-term development programmes. This is a suitable qualification for someone in charge of paddlesport activities in a club / centre or a working professional. Level 3 Coaches specialise in the disciplines or environments listed on page 5.

## **BCU Discipline Support Modules**

The BCU Discipline Support Modules are designed to help coaches gain more knowledge about some of the specialist competition disciplines. The initial one-day course introduces and develops understanding of the basic techniques and coaching strategies. The modules are available in Slalom, Sprint, Polo, Wildwater Racing, Freestyle, and Surf.

### **Switching from bank-based to boat-based**

Coaches with a bank-based Level 2 qualification may wish to qualify as a boat-based coach. If you wish to do this please contact your Home Nation Association for specific advice. You will need to register, provide evidence of the assessment prerequisites, and do the final assessment tasks (i.e. Rescue, Personal Skills, and Practical Coaching). Some of the Candidate Portfolio Tasks do not need to be repeated.

### **Completing an Assessment in the alternative Discipline (i.e. Canoe or Kayak)**

Coaches with a single discipline Level 2 qualification who wish to qualify in the other need to contact their Home Nation Association for specific advice. They will need to register, provide evidence of the assessment prerequisites, and do the final assessment tasks (i.e. Rescue, Personal Skills, Session Planning and Practical Coaching). Some of the Candidate Portfolio Tasks do not need to be repeated.

## Recommended Reading

These books have relevant information to help you develop your coaching skills and knowledge. You will also have access to a range of resources throughout your Level 2 training course.

### **BCU Canoe and Kayak Handbook**

Ed, Franco Ferrero, 2002: ISBN 0-9531956-5-1

### **BCU Coaching Handbook**

Ed, Franco Ferrero, 2006: ISBN 0-9547061-6-1

### **BCU Level 2 Candidate Support Pack**

Ed, British Canoe Union, 2007 (circulated to registered candidates)

### **Canoe and Kayak Games**

By, Dave Ruse and Loel Collins: ISBN: 0955061407

### **Just Add Water**

By, Paul Hurrell: British Canoe Union

Available from BCU Supplies ([www.bcushop.org.uk](http://www.bcushop.org.uk))

The Level 2 Workbook also has recommended reading for the topic areas covered.

## Contact Details

Further course details and registration information is available direct from the Home Nation Associations:

### Canoe England

National Water Sports Centre,  
Adbolton Lane, West Bridgford,  
Nottingham, NG12 2LU.

Tel: 0845 370 9500

[coaching@canoe-england.org.uk](mailto:coaching@canoe-england.org.uk)

[www.canoe-england.org.uk](http://www.canoe-england.org.uk)

### Canoe Wales

National White Water Centre,  
Frongoch, Bala,  
Gwynedd, LL23 7NU.

Tel: 01678 521199

[admin@canoewales.com](mailto:admin@canoewales.com)

[www.canoewales.com](http://www.canoewales.com)

### Scottish Canoe Association

Caledonia House,  
1 Redheughs Rigg, South Gyle,  
Edinburgh, EH12 9DQ.

Tel: 0131 317 7314

[office@canoescotland.org](mailto:office@canoescotland.org)

[www.canoescotland.org](http://www.canoescotland.org)

### Canoe Association of Northern Ireland

Unit 2 Rivers Edge,  
13-15 Ravenhill Road,  
Belfast, BT6 8DN.

Tel: 0870 2405065

[office@cani.org.uk](mailto:office@cani.org.uk)

[www.cani.org.uk](http://www.cani.org.uk)

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