



**BCAB Level 1 Stand Up
Paddleboard Instructor Award
Tutor Requirements**

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Tutor Requirements

Introduction

This document provides guidance for Delivery Centres' recruitment of BCAB Level 1 Stand Up Paddleboard Instructor Award Tutors. It also outlines the ongoing update requirements required of Tutors to maintain the role.

Roles

A **BCAB Level 1 Stand Up Paddleboard Instructor Award Tutor** can direct Stand Up Paddleboard Instructor training and assessment courses.

Aspirant¹ Stand Up Paddleboard Instructor Tutors can second staff Stand Up Paddleboard Instructor courses with 6 to 12 candidates.

Recruitment

Successful applicants are required to commit to a development process before they are able to take on full responsibility for delivery of courses, this will include:

1. Stand Up Paddleboard Instructor Tutor Orientation;
2. Complete and evidence an (agreed) individualised action plan.

Becoming a BCAB Stand Up Paddleboard Instructor Tutor

Application

The Delivery Centres are responsible for recruiting Stand Up Paddleboard Instructor Tutors to meet their specific workforce demands. The Delivery Centre Responsible Officer is responsible for establishing a robust and fair review process to select the most appropriate applicants based on suitability, strength of application in relation to a detailed Job and Person Specification and their own workforce demands. The application review team must include expertise in all aspects of the role requirements.

¹ Aspirant Tutors = those who have completed application and orientation.

See [Job Description and Person Specification](#) for further details and essential requirements.

The Delivery Centre will determine any fees payable.

Stand Up Paddleboard Instructor Tutor Orientation

Successful applicants must attend an Orientation event.

The Stand Up Paddleboard Instructor Tutor Orientation will explore areas of the syllabus and the demands of the tutor role; this will help the tutor identify where further learning and development is required.

Note that British Canoeing Awarding Body and Delivery Centres recognise this Orientation as valid Continuous Personal Development evidence for the purposes of the Update Scheme.

Individual Action Plan

The Tutor is responsible for designing and fulfilling an individual action plan where further professional development is required in order to fulfil their role effectively. Support from the Delivery Centre will be provided through the application and/or orientation process; this may also include the identification of compulsory components that must be included.

Aspirant Stand Up Paddleboard Instructor Tutor

Following completion of (and recommendation from) the orientation, aspirant tutors are able to second staff BCAB Level 1 Stand Up Paddleboard Instructor Award courses. All tutors and aspirant tutors are required to fulfil the update requirements detailed.

Aspirant roles will be issued for a maximum of two full calendar years from the date of initial orientation, or point of application (whichever is later). After which it is expected that the tutor role will have been achieved.

Trainer Recommendation

The Stand Up Paddleboard Instructor Tutor role will be achieved following a recommendation confirming that delivery meets the required standards. Including:

1. accurate delivery of the appropriate content, at the right level;
2. effective tutoring or assessing skills;
3. the necessary administration and organisational skills.

In most cases, this will be based on an observation of delivery of the BCAB Level 1 Stand Up Paddleboard Instructor Award course, although evidence from Stand Up Paddleboard Instructor Application and Orientation can also be considered. Further details should be made available from Delivery Centres.

Delivery Centre Validation

Following the recommendation, the Delivery Centre will review and validate all relevant evidence and, if appropriate, will offer the tutor the specific role(s).

Aspirant tutors are expected to have completed this process 2 years from attendance at initial Orientation, or point of application (whichever is later). An extension may be requested/granted in exceptional circumstances.

The Delivery Centre will prioritise the quality assurance and standardisation of new tutors.

A 'temporary' status may be applied to the role if any conditional elements have been identified.

**Job Description and Person Specification for the
British Canoeing Awarding Body
BCAB Level 1 Stand Up Paddleboard Instructor Award Tutor**

Job Title: Stand Up Paddleboard Instructor Tutor

Reports to: Delivery Centre

Overall Purpose: To deliver BCAB Level 1 Stand Up Paddleboard Instructor Award courses for their Delivery Centre, as per the relevant qualification requirements.

Key Responsibilities

- To direct BCAB Level 1 Stand Up Paddleboard Instructor Award courses on behalf of their Delivery Centre, as and when required to do so.
- To design, deliver and tailor programmes of training/assessment to meet candidates' specific needs.
- To deploy other tutors to plan and deliver aspects of the training/assessment programme and to monitor and support deployed tutors' delivery to ensure all aspects of the course programme is delivered appropriately.
- To work with, and support, British Canoeing Awarding Body and its Delivery Centres in the delivery of qualification training and assessment.
- To support, advise and mentor candidates in their development through the qualification.
- To support, advise and mentor aspirant tutors to support their development and ensure consistent application of best practice.
- To attend, and contribute to, training and standardisation meetings, workshops and other update events as required.

- To maintain robust and valid administrative practices and records for courses and candidates and maintain all relevant communications.
- To contribute to the development and updating of guidance and support materials for use with British Canoeing Awarding Body qualifications and awards.

Requirements

Qualifications and Awards

Essential Stand Up Paddleboard specific coaching qualification appropriate to the role. Minimum BCAB (Level 3) SUP Sheltered Water Coach.

Appropriate tutoring and assessing qualifications and awards (or the commitment to complete).

Desirable BCAB SUP Safer Provider.

Experience and Skills

Essential Recent and current experience that supports their understanding of the demands of running Stand Up Paddleboard taster/starter sessions.

Verified leadership, personal skills and rescue competence in relevant to Stand Up Paddleboard.

Desirable Tutoring and/or Assessing experience.

Extensive experience working with a wide range of relevant user groups, in the relevant environment.

Experience of working with an Awarding Body or within a related organisation.

Knowledge

Essential Detailed knowledge and understanding of:

- The award syllabus.
- The role and skills of the Tutor.

Commitment

Essential Evidence of commitment to personal, professional development.

Evidence of commitment to the professional development of others through appropriate mentoring and support.

Personal Profile

Essential

- Has a personal coaching and educational philosophy that is in keeping with the British Canoeing Awarding Body Educational Philosophy.
- Has competence in the subject matter of the qualification.
- Has strong interpersonal skills and the ability to operate as a team player.
- Is able to communicate effectively with a wide range of people.
- Is skilled in communicating through various media and has excellent presentation skills.
- Is competent in the language used for assessment (or has access to appropriate guidance and training).
- Is fair and equitable, ethical and honest.
- Treats people with respect, is candid, and protects confidential information.
- Adheres to Delivery Centre policies and demonstrates loyalty to British Canoeing Awarding Body/the Delivery Centres and the team.
- Supports equality of opportunity.
- Is a clear thinker, able to approach tasks in a systematic and logical manner.
- Has excellent problem solving and analytical skills.
- Is able and willing to take and offer advice. Is willing to learn, develop and grow.

- Has the ability to write and speak in plain English and to use language that is free from bias and appropriate to the qualification.
- Has competence in assessment and awarding systems and procedures.
- Has excellent customer care skills.
- Has the ability to make accurate judgements about the standard of candidates' performance, knowledge and development needs.
- Has the ability to design, deliver and tailor a programme of training/assessment to meet candidates' specific needs.
- Has the ability to deploy other tutors to plan and deliver aspects of the training/assessment programme.
- Has the ability to monitor and support deployed tutors' delivery to ensure all aspects of the learning/assessment programme are delivered appropriately.

Specific Guidance Regarding Syllabus Understanding

Stand Up Paddleboard Instructor Tutors require knowledge and understanding of the core theories that underpin the syllabus, how these relate to the BCAB Level 1 Stand Up Paddleboard Instructor Award syllabus and how these theories are **interpreted** and **applied** to the delivery of Stand Up Paddleboard taster/starter sessions. This includes:

- Experiential learning and the Learning Cycle (Kolb); plan-do-review-conclude.
- Modified constraints based practice.
- Motivational climate.
- Achievement Goal Theory.
- Transformational Leadership (vision, support and challenge).
- Structuring learning (e.g. IDEAS).
- Different Sensory Channels.
- Reflective practice (Gilbert and Trudel).
- Communities of Practice (Lave and Wenger).

Tutoring and Assessing Qualifications and Awards

All Stand Up Paddleboard Instructor tutors require:

- a nationally recognised Tutoring Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standards 1 to 8) or the British Canoeing Awarding Body Tutoring in the Paddlesport Environment eLearning.
- a nationally recognised Assessing Qualification that aligns to the relevant National Occupational Standards for Learning and Development (standard 9) or the [British Canoeing Awarding Body Assessing Competence in the Paddlesport Environment eLearning](#).

Stand Up Paddleboard Instructor Tutor applications may be accepted from candidates who are working towards the nationally recognised qualifications. In these cases, the Tutoring and Assessing qualifications must be completed within 3 years from the date of initial orientation, or point of application (whichever is later).

The Delivery Centre may be able to provide opportunities for tutors to undertake the required course, although there is likely to be an additional charge for this.

The following list of qualifications is not exhaustive, applicants who hold other qualifications for teaching/tutoring/assessing should list these in their application and they can be considered on an individual basis.

Examples of Relevant Tutoring Qualifications:

- Qualified Teacher Status
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF)
- Sports Education Tutoring PDA (SCQF)
- Level 3 Award in Delivering Learning (QCF)
- Level 3 Award in Education and Training
- British Canoeing Awarding Body Tutoring in the Paddlesport Environment eLearning

Examples of Relevant Assessor Qualifications:

- British Canoeing Awarding Body Assessing Competence in the Paddlesport Environment eLearning
- Level 3 Award in Assessing Vocational Related Achievement (QCF)
- Level 3 Award in Assessing Vocational Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Conduct the Assessment Process PDA (SCQF, L&D9)
- Assess Workplace Competence Using Direct Methods (SCQF, L&D9D)
- Assess Workplace Competence Using Direct and Indirect Methods (SCQF, L&D9DI)
- NVQ A1 Assessor Award
- NVQ D32/D33 Assessor Award

Tutor Update Requirements

In order to maintain the tutor role, providers must fulfil the minimum annual standardisation requirements, meet the Delivery Centre internal verification and quality assurance requirements, and abide by the terms of the Provider Service Agreement.

Standardisation

Registered tutors need to attend an annual standardisation event each year. The Delivery Centres are able to increase this requirement, or schedule compulsory standardisation if circumstances require.

The Delivery Centres will run annual programmes of standardisation, focusing on the relevant issues at the time. This may focus on training and/or assessment topics. They may also combine moderation for providers of different awards/disciplines. It is the responsibility of the Delivery Centre to ensure the moderation content and format meets the quality assurance/internal verification needs of their workforce.

Maintenance of Active Role

The Delivery Centre will check that the tutor meets their internal verification and quality assurance requirements, and confirm the terms of the Provider Service Agreement have not been breached.