



The Canoe Association of Northern Ireland (CANI)

Certification Guidance

Purpose of guidance: *This document is designed to give candidates information about the certification process of British Canoeing Awarding Body Awards by CANI. It will outline the timeframes for certification and how a duplicate certificate can be obtained.*

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Timeframe

Upon successful completion of a qualification assessment, a candidate is entitled to receive a certificate if they have **all** prerequisites in place. Once results are submitted to us by a CANI Course Provider, the database carries out the relevant prerequisite checks. If everything is in place, a certificate is issued within the timescale quoted below.

The Paddlesport Instructor, the Coach Award and the Performance Coach are regulated qualifications. This means that they are on the OfQual framework and as such there are extra steps for CANI to take concerning these qualifications. This means that we have the following timescales:

- Paddlesport Instructor, Coach Award, Performance Coach - up to 10 working days.
- All other qualifications – up to 5 working days.

Quality Assurance

CANI has a responsibility to carry out standardisation on their course Providers and as such will take samples of assessment decisions to review. If your course is selected for this purpose, this will delay certification and therefore the timescale will be longer. This could be up to 10 more working days before certification.

Missing Prerequisites

If you are missing a prerequisite at the time of results submission, you will not be certificated. You will then have the following periods of time to get these in place.

- Regulated Qualifications: 60 days from the date the course is completed.
- Leadership and Raft Guide Assessment courses: 90 days from the date the course is completed.

The CANI Administration Team will contact you to inform you what is required. Please try and get this completed as promptly as you can. If you do not manage to get prerequisites in place in the time frames above, then it will not be possible to certificate you.

Other National Association Members

If you have taken a qualification with a CANI Provider but are a member of Canoe Wales, Scottish Canoe Association or British Canoeing then you will be certificated in the same timeframe. It may, however, take more time for this to show on your membership record as this information is passed over to the relevant National Association to update your record manually.



Certification Errors

If you receive your certificate and there is an error on it such as a spelling mistake or the wrong discipline, then please contact office@cani.org.uk who will then liaise with the provider of the course and British Canoeing Awarding Body, if required, to rectify this. A new certificate will then be issued.

Duplicate Certificates

Duplicate certificates for non-regulated courses can be downloaded directly from your membership portal. You need to click into the individual qualification or credential and a yellow “Download” button will appear. This will then download another certificate for you. Regulated certificates need to be requested from British Canoeing Awarding Body and via the Awarding Body website:

<https://www.britishcanoeingawarding.org.uk/certificates/>