



Sampling Strategy

Paddles Up Training Sampling Strategy

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Introduction

The aim of this document is to specify Paddles Up Training's (PUT) commitment, responsibility and requirements for the sampling of assessment decisions and quality assurance of the qualifications and awards we provide.

We are committed to the delivery of high quality training and assessment courses.

This document is based upon the guidance of and should be read in conjunction with guidance from British Canoeing Awarding Body (BCAB) and other standard setting and regulatory bodies.

PUT is committed to ensuring that BCAB qualifications retain their value and credibility throughout their lifecycle. Sampling ensures that Assessors are making valid assessment decisions that are fair and reliable.

Types of Sampling

PUT undertakes several types of sampling at all stages of the learner journey:

Assessment Decision Sampling: Standardisation of assessment decisions through both field and desk based Internal Verification (IV) ensures that certification claims are accurate and assessment decisions are consistent regardless of who performs the assessment.

Interim Sampling: Interim Sampling can occur at any point on the learner journey and play a vital part in ensuring the quality of our customer service, learning programmes and assessment practice.

Random Sampling: Random sampling is an important tool and can assist in guarding against malpractice and maladministration. Unannounced sampling forms part of an IV officers annual visit plan and desk based IV activity.

Sampling

Stage 1: Arranging the Sample

The first stage will be for the Assessor/ Tutor/ Provider to be identified using the sample plan.

The IV will provide the Assessor with:

- Confirmation of the assessment activities to be sampled for each learner
- Who is checking the assessment decisions and when internal standardisation is expected to take place and be completed.
- Relevant policy or guidance documents

Stage 2

- IV undertakes the field visit or desk based verification
- IV provides feedback and recommendation to Lead IV (LIV)

Stage 3: Feedback on the Sample

The LIV will provide the Assessor/ Tutor/ Provider with:

- Detail of the sampling that took place
- Outcome of the sampling
- Any recommendations - not mandatory
- Any action points and timescale for competition – mandatory
- Any impact of certification, requirements for rectification or sanctions.

Appeals

Should an Assessor wish to appeal a standardisation outcome, the PUT Appeals process should be followed.

Sampling rates

The following sections set out the requirements for Internal Verification and Quality Assurance (QA) for each qualification, however PUT reserves the right to add hot topics or areas of focus from time to time.

The tables below sets out the target standardisation and QA rates for qualifications and awards we are responsible for the delivery of. Each criterion is considered in the drawing together of the annual sampling plan.

Coach Development

Qualification	Assessment Decisions	Quality assurance
Paddlesport Instructor	400 learners	400 learners
Coach Award	40 Learners	100 Learners
Performance Coach	4 Learners	4 Learners

Leader Development

Environment	Assessment Decisions	Quality assurance
Sheltered Water	20 learners	20 learners
Moderate Water	10 Learners	10 Learners
Advanced Water	4 Learners	4 Learners

Support

Delivery method	Assessment Decisions	Quality assurance
Online	N/A	20 learners
Face to Face	N/A	10 Learners

Assessor Sample Planning

	Criteria	Weighting
Qualified	Holds Assessor Qualification (or APL)	-20
	Working Towards National Qualification	-10
	Unqualified Assessors	0
Experienced	30+ Learners	-30
	10 - 30 Learners	-20
	1 - 10 Learners	-10
	New Assessor	0
Complaints & Appeals	No complaints or concerns on file	-30

	Complaints or concerns on file or appeal in last 12 months (assessment decision confirmed)	-20
	Complaints or concerns on file or appeal in last 12 months (assessment decision overturned)	-10
	Suspension or warning in last 12 months	0
Period since last Standardisation activity	Number of months since last activity	Number of months

Sampling Responsibilities

Type of Check	What the check looks for?	By whom?	Who is responsible	Minimum Standardisation	Sample
Prerequisite checks	Checks that the Learners, Tutors, Assessors were authorised, eligible for the role undertaken and any records updated or certification claimed.	Coaching Advisor (CA)	Coaching Admin Lead (CAL) Supported by LIV	Quarterly standardisation meeting and annual training session.	100% Learners
Desk Based Standardisation	As above + <ul style="list-style-type: none"> Detailed check of (normal) submitted data learner details location 	CA	CAL Supported by LIV	Quarterly standardisation meeting and annual training session.	See Sampling rates

	<ul style="list-style-type: none"> • environmental conditions • special considerations • reasonable adjustments 				
Close Desk Based Standardisation	<p>As above +</p> <ul style="list-style-type: none"> • Risk Assessments • Assessment planning • Details of mock students • Professional Discussions • Learner Development Packs (if relevant) • Evidence requested due to emerging themes, complaints, appeals or sampling plan requirements 	<p>CAL (Paddlesport Leader, Paddlesport Instructor, Safety and Personal Development)</p> <p>IV (all other coaching and leadership)</p>	LIV	Annual Standardisation and Training	See Sampling rates

	<ul style="list-style-type: none"> 3 x video of each learner undertaking assessment activities 				
Field based Standardisation	As above + <ul style="list-style-type: none"> Standardisation of all assessment tasks for each learner during the visit 	IV	LIV	Annual Standardisation and Training	See Sampling rates

Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer