



Standardisation Evidence Guidance

Paddles Up Training Standardisation Evidence Guidance

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Introduction

The requirements of Centre Assessment Standard Scrutiny (CASS) provide us with a great opportunity to both support your assessment decision making and ensure we are CASS compliant. It helps ensure that:

(a) an assessment remains, or was, fit for purpose,

and

(b) the criteria against which Assessment Candidates' performance is differentiated are being, or were, applied accurately and consistently by Assessors in different venues, regardless of the identity of the Assessor, Assessment Candidate, or venue.

Notification of course selection for Standardisation Evidence

Assessors will be notified after course authorisation if their course has been selected for Remote Standardisation or a Standardisation Visit. This will take place any time between authorisation and the course taking place.

Assessment Candidates must be informed as it will impact on the certification timescales.

Impact of Certification

Whilst we will endeavour to ensure that certification is issued without delay, certification will not be issued until Standardisation has been completed.

Please ensure that all Assessment Candidates are aware that certification could be delayed by up to 20 working days.

Please see [Certification Guidance](#) for more information.

Course Safety

Although you have been asked to submit additional evidence for your course, this should not change your prime responsibility to deliver safe, empowering learning which is enjoyable. Your focus should be on your Assessment Candidates and the evidence gathering should not impact their performance or safety. For example, asking one of the other Assessment Candidates or group members to undertake the filming will ensure you are fully focused on the assessment candidate.

Top Tips for Evidence Gathering

- Ensure the batteries for every device are fully charged.
- Use a wrist strap, shock and waterproof casing to avoid costly drops.
- Consider device insurance (check for a water damage clause and excess charges).
- Do a test video to check all is working, the lens is clean and the audio is picked up.
- Consider asking a member of the group to do the filming.
- Position yourself or the Assessment Candidate so that you see the active side of the task.
- Start recording prior to the task commencing.
- Continue the filming until the task is complete.
- Ensure the task brief meets the criteria.
- Clearly label evidence with your assessment decision.

Note: Evidence that does not meet the assessment criteria is just as useful as evidence that does, ensure you are clear with your assessment decision.

Assessment Candidates who do not want to be filmed/recorded

The registration form includes a statement regarding filming for standardisation and Assessment Candidates agree to this requirement. However, some Assessment Candidates are not able or willing to be filmed. Respecting Assessment Candidates' wishes is part of the role of Assessor and your prime responsibility is to them and their learning.

The way you introduce the requirement to film or record evidence will have an impact on the Assessment Candidates' willingness to take part. To include video feedback as part of the assessment tasks, where the Assessment Candidate can see their performance is a great learning tool.

PUT must be informed before the assessment if a learner does not want you to submit recorded evidence for standardisation with reasoning given.

Sending Evidence

Evidence must be sent digitally; our preferred method of sending is Google Drive.

This will require the setting up of a free Google account (if you do not have one already), using the Google Drive link you have been sent.

For more information on setting up a Google Drive, see:

<https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/>

Files can also be sent using Dropbox, WeTransfer, iCloud, SharePoint, etc.

Your notification of Standardisation selection will contain a Google Drive link. This link is for one course only, a new link will be sent when another course is selected. However, the account will remain valid (you only need one account).

File Formats

- Documents - PDF's
- Images - JPEG or PNG
- Videos - MP4 or MOV
- Screenshots/ grabs - JPEG or PNG
- Audio Files - MP3

We can accept Google and Microsoft based document formats. If you are an Apple/ Mac user, please convert files to a PDF or Word before sending.

Tool tip: To convert a document to PDF, open the file, select 'File' in main menu, select 'Export to', select 'PDF'. The process is the same for conversion to a word.doc format.

Files Names

Please name files to clearly indicate what they are -

Documents Example: Risk Assessment Lone Working or
RiskAssessmentLoneWorking

Video File Example: Assessment Task, Task Number, Assessment Candidate
Name, Assessment Candidate Membership Number, outcome (of task)

E.g: Rescues3.1DaveSmith12345Pass

What to send for Remote Standardisation

Please remember this is in addition to the normal course submission, you are still required to confirm the conditions and environment used during the course in the course notes, any reasonable adjustments should have been requested prior to the course and conflicts of interest notifications sent to us in advance.

All remote standardisation will require you to share your Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy.

Paddlesport Instructor

1. Video evidence showing the water venue and conditions for the assessment tasks.
2. Video evidence of 3 different Assessment Candidates performing 3 assessment tasks.
 - a. 2.3 effectively launch and land
 - b. 2.5 manage themselves within self-selected safety frameworks

For example:

- i. ● show an appropriate attitude to risk and personal hydration, nutrition, warmth;
 - ii. ● show an awareness of risk factors, alert to relevant/changing factors;
 - iii. ● use skills, techniques and tactics used that minimise risk of injury to oneself.
 - c. 3.1 recover a capsized paddler and their equipment from deep water
3. Photographic evidence or scans of Learner Development Packs fully completed (after final debrief) for the 3 assessment candidates

A complete Submission will consist of:

- 10 videos in total (above)

- 3 pictures or scans of Learner Development Packs
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

SUP Instructor

1. Video evidence showing the water venue for the assessment tasks.
2. Video evidence of 3 different Assessment Candidates performing 3 assessment tasks.
 - a. 2.3 effectively launch and land
 - b. 2.5 manage themselves within self-selected safety frameworks

For example:

- i. • show an appropriate attitude to risk and personal hydration, nutrition, warmth;
 - ii. • show an awareness of risk factors, alert to relevant/changing factors;
 - iii. • use skills, techniques and tactics used that minimise risk of injury to oneself.
 - c. 3.1 recover a capsized paddler and their equipment from deep water
3. Photographic evidence or scans of Learner Development Packs fully completed (after final debrief)

A complete Submission will consist of:

- 10 videos in total (above)
- 3 pictures or scans of Learner Development Packs
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

Coach Award Assessments

1. 3 Video's showing the water venue for the assessment tasks.

Note: These 3 snapshots should give an overview of the practical assessment tasks, this could be (as an example) environmental conditions / location for the coaching element, elements of the personal skill assessment or a rescue scenario assessment (not task 2.2 as this is captured below).

2. Video/ Audio evidence of each Assessment Candidates completing the following assessment tasks.
 - a. 2.2 Recover an upright, incapacitated paddler to the shore
 - b. 3.3. The Coach applies effective and simple navigation skills within trip planning, whilst on the water and in relation to situations that may require a change of plan or evacuation.
 - c. 3.6. The Coach can manage themselves within appropriate safety frameworks
 - i. For example, an appropriate attitude to risk and personal hydration, nutrition, warmth.
 - d. 4.4 The Coach understands deployment matters and leadership/coaching responsibilities

A complete Submission will consist of:

- 3 venue videos per course
- 4 video/ audio files per assessment candidate
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Check in Guidance, ICO exemption / registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

Performance Coach Award Assessments

As Performance Coach Assessments are managed directly by Paddles Up Training, if selected for Remote / Desk based standardisation the Lead Standards Officer will work with the Assessor in advance of the assessment to identify an appropriate sample depending on the environment.

Leadership Assessments

1. 3 Video's showing the water venue for the assessment tasks.

Note: These 3 snapshots should give an overview of the practical assessment tasks, this could be (as examples) environmental conditions / location for the a leg of the led journey element, personal skill assessment, rescue scenario assessment.

2. Video/ Audio evidence of each Assessment Candidate completing the following assessment tasks.
 - a. 3.1 The Leader shows the ability to launch and land effectively and efficiently
 - i. • Correct set up of the craft (e.g. seat, footrest leash, backrest, airbags, fins, painters, spray deck, paddle leash, etc.);
 - ii. • Safe lifting and carrying techniques to move a craft between a vehicle/trailer/storage and the launch site;
 - iii. • Safe and efficient launching and landing from a range of relevant access/egress points with the craft afloat (e.g. pier, steps, rocky shoreline, beach).
 - b. 2.5 The Leader demonstrates efficient and effective self-rescue techniques
 - c. 3.6 The Leader can manage themselves within appropriate safety frameworks.
 - d. 4.4 The Leader demonstrates an understanding of deployment matters and their responsibilities.

A complete Submission will consist of:

- 3 venue videos per course
- 4 video/ audio files per assessment candidate
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption /

registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

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