



# 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 Standards Officers (SO) annual visit plan and desk based IV activity.

## Sampling Workflow

### Stage 1: Arranging the Sample

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

The SO 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

- SO undertakes the field visit or desk based verification
- SO provides feedback and recommendation to Lead Standards Officer (LSO)

### Stage 3: Feedback on the Sample

The LSO 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.

<https://paddlesuptraining.com/policies/>

## Sampling rates

The following sections set out the requirements for Standard 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

| <b>Qualification</b>   | <b>Assessment Decisions</b> | <b>Quality assurance</b> |
|------------------------|-----------------------------|--------------------------|
| SUP Instructor         | 30 learners                 | 30 learners              |
| Paddlesport Instructor | 30 learners                 | 30 learners              |
| Coach Award            | 30 learners                 | 30 learners              |
| Performance Coach      | 4 Learners                  | 4 Learners               |

## Leader Development

| <b>Environment</b> | <b>Assessment Decisions</b> | <b>Quality assurance</b> |
|--------------------|-----------------------------|--------------------------|
| Sheltered Water    | 20 learners                 | 20 learners              |
| Moderate Water     | 10 Learners                 | 10 Learners              |
| Advanced Water     | 4 Learners                  | 4 Learners               |

## Safety, Personal Development and Support

| <b>Delivery method</b> | <b>Assessment Decisions</b> | <b>Quality assurance</b> |
|------------------------|-----------------------------|--------------------------|
| Online                 | N/A                         | 20 learners              |
| Face to Face           | N/A                         | 20 learners              |



## Swimmer Safety and Rescue

| <b>Qualification</b>      | <b>Assessment Decisions</b> | <b>Quality assurance</b> |
|---------------------------|-----------------------------|--------------------------|
| Swimmer Safety and rescue | 20 learners                 | 20 learners              |

### Assessor Sample Planning

|                                 | Criteria  | Weighting |
|---------------------------------|---|-----------|
| <b>Role Gained</b>              | 2024  | 2024      |
|                                 | 2023  | 2023      |
|                                 | 2022  | 2022      |
| <b>Complaints &amp; Appeals</b> | No complaints or concerns on file   | -2000     |
|                                 | Complaints or concerns on file or appeal in last 12 months (assessment decision confirmed)  | -1000     |
|                                 | Complaints or concerns on file or appeal in last 12 months (assessment decision overturned) | -500      |
|                                 | Suspension or warning in last 12 months   | 0         |

|   |                |        |
|---|----------------|--------|
| <b>Period since last<br/>Standardisation activity</b> | 2024           | - 2024 |
|   | 2023           | - 2023 |
|   | 2022           | - 2022 |
|   | 2021 or before | - 0    |

## 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.   | Customer Services and Just Go (CS) | Delivery Centre Lead (DCL)<br>Supported by LSO | Quarterly standardisation meeting and annual training session. | 100% Learners               |
| Desk Based Standardisation | As above + <ul style="list-style-type: none"> <li>• Detailed check of (normal) submitted data</li> <li>• learner details</li> <li>• location</li> <li>• environmental conditions</li> <li>• special considerations</li> </ul> | CS                                 | Delivery Centre Lead (DCL)<br>Supported by LSO | Quarterly standardisation meeting and annual training session. | Interim and Random Sample's |

|                                  |  |                                    |     |                                     |                                    |
|----------------------------------|--|------------------------------------|-----|-------------------------------------|------------------------------------|
|                                  | <ul style="list-style-type: none"> <li>reasonable adjustments</li> </ul>   |                                    |     |                                     |                                    |
| Close Desk Based Standardisation | <p>As above +</p> <p>Assessment Standardisation</p> <p>3 x evidence of each learner undertaking assessment activities (Video/ Audio / Product of work)</p> <p>Quality Assurance</p> <ul style="list-style-type: none"> <li>Risk Assessments</li> <li>Assessment planning</li> <li>Professional Discussions</li> <li>Learner Development Packs (if relevant)</li> <li>Evidence requested due to emerging themes, complaints, appeals or sampling plan requirements</li> </ul> | CAL<br><br>Supported by SO and LSO | LSO | Annual Standardisation and Training | <a href="#">See Sampling rates</a> |

|                             |  |    |     |                                     |                    |
|-----------------------------|--|----|-----|-------------------------------------|--------------------|
| Field based Standardisation | As above + <ul style="list-style-type: none"> <li>Standardisation of all assessment tasks for each learner during the visit</li> </ul> | SO | LSO | 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

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Darryll Shaw

Paddles Up Training Responsible Officer