



Delivery Centre Fees

Paddles Up Training Delivery Centre Fees

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Introduction

Paddles Up Training believes that properly funding awards and qualifications course fees help the organisation to design, improve, support and resource a comprehensive suite of training and assessment courses to best meet the needs of all within the paddlesport community. Such costs are kept as low as possible and are clear and transparent.

Summary of fees for BCAB Qualifications and Awards

These fees are payable by Providers, Tutors and/or Assessors. These fees may not be passed to learners as an additional fee, however, they may be incorporated into course costs.

	Course Admin Fees
Coaching Qualifications	£20.80 per person per course
Bell Boat Helm	£22.88 members
Leadership Qualifications	£10.40 per person per course
Paddle Safer	No fee (administered through Go Paddling website)
SUP Safer	£10.40 Members

<p>Paddlesport Safety and Rescue Training (PSRT)</p> <p>Sea Kayak Safety and Rescue</p> <p>Inland Open Water Safety and Rescue</p> <p>Surf Kayak Safety and Rescue</p> <p>Introduction to White Water Safety</p>	<p>£15.60 Non-Members</p>
<p>Stadium Safety and Rescue Training</p> <p>White Water Safety and Rescue Training</p> <p>Advanced White Water Safety and Rescue Training</p>	<p>£15.60 Members</p> <p>£20.80 Non-members</p>
<p>Navigation Course</p>	<p>£15.60 Members</p> <p>£20.80 Non-members</p>
<p>Foundation and Intermediate Modules</p>	<p>£10.40 Members</p> <p>£15.60 Non-Members</p>
<p>Paddle Awards Start</p>	<p>No fee (administered through Go Paddling website)</p>

Paddle Awards Discover	£6.24 per person (administered through Go Paddling website)
Paddle Awards Explore	£6.24 Members £8.32 per non-member per course
Personal Performance Awards	£10.40 per member per course £20.80 per non-member per course
Guide Module	£10.40 per member per course £15.60 per non-member per course
Guide Endorsement	None – However Guides can choose to join the Delivery Partner Scheme (See Scheme for Fees)
Aquatic First Aid Level 1 Award (Includes Requalification)	£15.60 Members £20.80 Non-members
Emergency First Aid	£10.40 per member per course £15.60 per non-member per course

Swim Event Safety Award (SESA)	£6.24 Members
Swim Event Safety Award (SESA) Revalidation	£12.48 non-members

National Association Fees

These are fees payable by the learner, directly to their National Association.

- British Canoeing
- Canoe Association of Northern Ireland
- Canoe Wales
- Scottish Canoe Association

	Candidate Registration
Paddlesport Instructor Registration	£46.80 per candidate
Coach Award Registration	£46.80 per candidate
Coach Award Assessment Check-in	Free
Performance Coach	£145 per candidate

(Includes 3 x Mentor Sessions)	
Bell Boat Helm Assessment Check-in	Free
Leadership Registration (All Leader and Raft Guide) (Not required for Bell Boat Helm)	£40.56 per candidate

Accredited Prior Learning Applications

	Non-member	National Association member
Fee	£25	£0 (100% discount)

PUT reserves the right to offer discounts to support organisation objectives, through bursaries and/ or early booking discounts - fees reviewed annually in line with inflation.

Delivery Centre Process Fees

Appeals

Fee	£50 (Fully refunded if the appeal is approved)
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PUT reserves to waive the appeal fee.

Provider Role Orientation Fees

Type of Orientation	Online (half day or less)	Online (multi day)	Face to Face
Guideline fee	£62.50	Equivalent to face-to-face fee	£187.50 per day

PUT reserves the right to offer discounts to support organisation objectives, through bursaries and/ or early booking discounts - fees reviewed annually in line with inflation.

Provider Hot Topic Sessions

Type of Activity	Online Sessions	Face to Face Sessions	Face to Face training as the result of malpractice or maladministration (+ Travel at cost)
Guideline fee	Free	Free	£312.50 per day

PUT reserves the right to offer discounts to support organisation objectives, through bursaries and/ or early booking discounts - fees reviewed annually in line with inflation.

Provider Standardisation Fees

Type of Standardisation	Annual online Standardisation	3 yearly Face to Face Standardisation	Face to Face Standardisation as the result of malpractice or maladministration (+ Travel at cost)
Guideline fee	Free	£156 per day	£312.50 per day

PUT reserves the right to offer discounts to support organisation objectives, through bursaries and/ or early booking discounts - fees reviewed annually in line with inflation.

Fees Associated with Malpractice, Maladministration and Sanctions

The fees for such activities will be in line with the current fees in this document (for example recertification will cost the same as certification). All changes will include expense at cost and where relevant, include VAT. Fees will be at cost and charges for time based on £312.50 per day for each staff member involved (charged per hour (rounded up) at £39)

For example: a reassessment of a learner will cost a day of time, the Assessors expenses and the normal certification fees.

Type of Activity	Desk based work	Face to Face work	Attendance at appeals, hearings or tribunals.
Guideline fee	Charged per hour (rounded up) at £39 per hour per person.	£312.50 per day per person	£437.50 per day

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

Appendix 1. Frequently Asked Questions

Q - My local club wants to employ me on a daily rate to deliver a course. How do I represent this in my invoice appropriately?

A - We recommend that you split out your daily rate and any expenses as separate lines on your invoice. Provider and /or Certification fees should be listed separately to these and clearly identified. Membership discounts should still be passed to individual members where relevant.

Q - What do I record if I have unsuccessful learners on a course?

A - It is important to include all learners on the course results and pay the appropriate fees as this ensures that course records are accurate and a true representation of the course that took place.

Failure to list a learner's attendance is a breach of the provider service agreement.

Q - I have a learner booked on my course who does not want certification, how do I record this?

A - You must record all learners on the course results and submit them normally.

Failure to list a learner's attendance is a breach of the provider service agreement.

Q - Should I include provider fees in the advertised course cost?

A - Provider fees are used to support, resource and review the delivery and development of courses. They are a fixed cost per candidate and should be included in the advertised cost of the course