



Candidate Registration Guidance



Paddles Up Training Candidate Registration Guidance

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Introduction

For some British Canoeing Awarding Body (BCAB) courses, registration is required. If you are a member of Canoe Wales, SCA or CANI then you must carry out registration through them. Registration is separate from booking a place on a Coach or Leadership course; the latter is done directly with the course provider. Registration supports your learning journey in many ways, including giving you access to resources and recording your journey on your membership record.

Applicable Qualifications

Registration is required for the following courses. Costs for these can be found in the [Delivery Centre Fees Policy](#).

- Paddlesport Instructor
- SUP Instructor
- Coach Award e.g. Advanced Sea Kayak Coach, Freestyle Coach
- Performance Coach
- Paddlesport Leader Award
- Moderate Water Leader Award e.g. Paddlesport Touring Leader, Surf Leader
- Advanced Water Leader Award e.g. Advanced White Water Leader
- Raft Guide Awards e.g. Stadium Raft Guide

What does a Registration do?

Registration is the process where you confirm that you intend to study towards a particular qualification. It includes:

- Checking of previous qualifications
- Extends your membership insurance to cover whilst you are studying for more information: <https://www.bluefinsport.co.uk/british-canoeing/insurance-for-coaches>
- Medical Declaration (if required)
- Setting up and providing access to course resources and eLearning (where applicable)
- Acceptance of the terms and conditions of study and helps you understand your rights whilst taking the qualification.

Once registered both Paddles Up Training (PUT) and BCAB commit to providing services to you these are laid out below:

PUT Provides:

- Advice, support, and guidance
- Registration services
- Provision of Internal Verification
- Provision of digital platforms and resources
- Administering qualifications
- Enhanced insurance

BCAB provides:

- Advice, support, and guidance
- Administration of Qualifications
- Design and development and continual review of Qualifications
- Design and developments of resources and eLearning
- Insight and innovation
- Delivery Centre Compliance Verification Visits
- Ofqual and other Regulatory Body requirements

Direct registration benefits include:

- This meets both Ofqual and British Canoeing Awarding Body registration requirements.
- Ensures that we collect the required data to administer your qualification on your behalf and ensures you understand how that data is used.
- Check that you hold all the required training and qualifications to attend training/ assessment.
- Reduces administration checks required on assessments, via the included Check In service, allowing you to focus on your assessment.
- Ensures that we understand the demand for our courses and allows us to develop an appropriate number of Providers, ensuring enough courses are available.
- We monitor development and can offer support to learners who are not moving through their pathway as expected.

- Allows us to provide quick and free opportunities to change your pathway if circumstances change.

Indirect registration benefits include:

- Ensures that we supply you with the right resources at the right time to support you in your development and your chosen pathway.
- Allows us to support your development pathway.
- Reduces the risk of learners attending a course before they are sufficiently experienced and prepared.

Registration Procedure

The procedure for registering is outlined in the following pages. Learners should aim to register no less than 14 working days before their assessment to give time to update your record with any missing prerequisites.

Short Notice Registrations

Requests for registration inside the 14 working days requirement will be considered and processed where possible, however success cannot be guaranteed and planning the appropriate amount of time for registering for the qualification is strongly recommended.

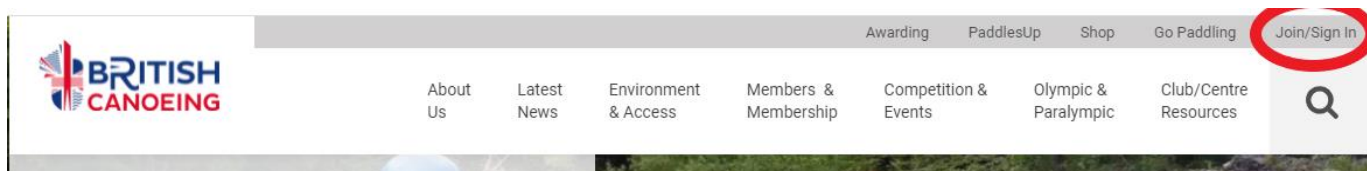
Tip: Assessors are not allowed to take learners on programmes who are not registered, registration is the learner's responsibility.

Online Registration

Below you will find a step-by-step guide on how to register. If you wish to see a how to video, please see the following link https://youtu.be/whtxDoxXK_k

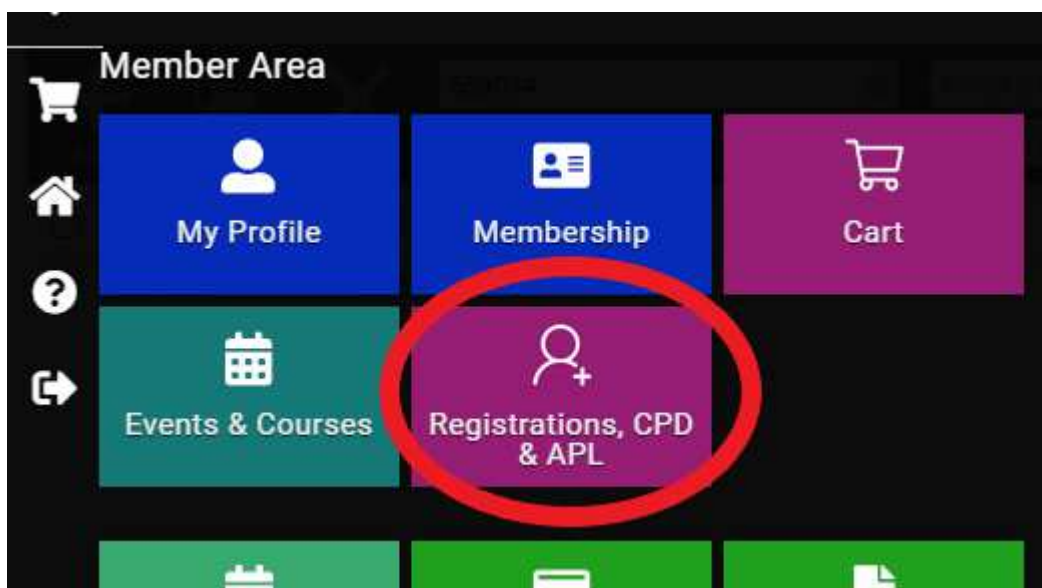
Step 1

Log into the membership portal. This can be reached by logging into the British Canoeing website and clicking sign in in the top right-hand corner. Your username for the system will most likely be your membership number or email address.



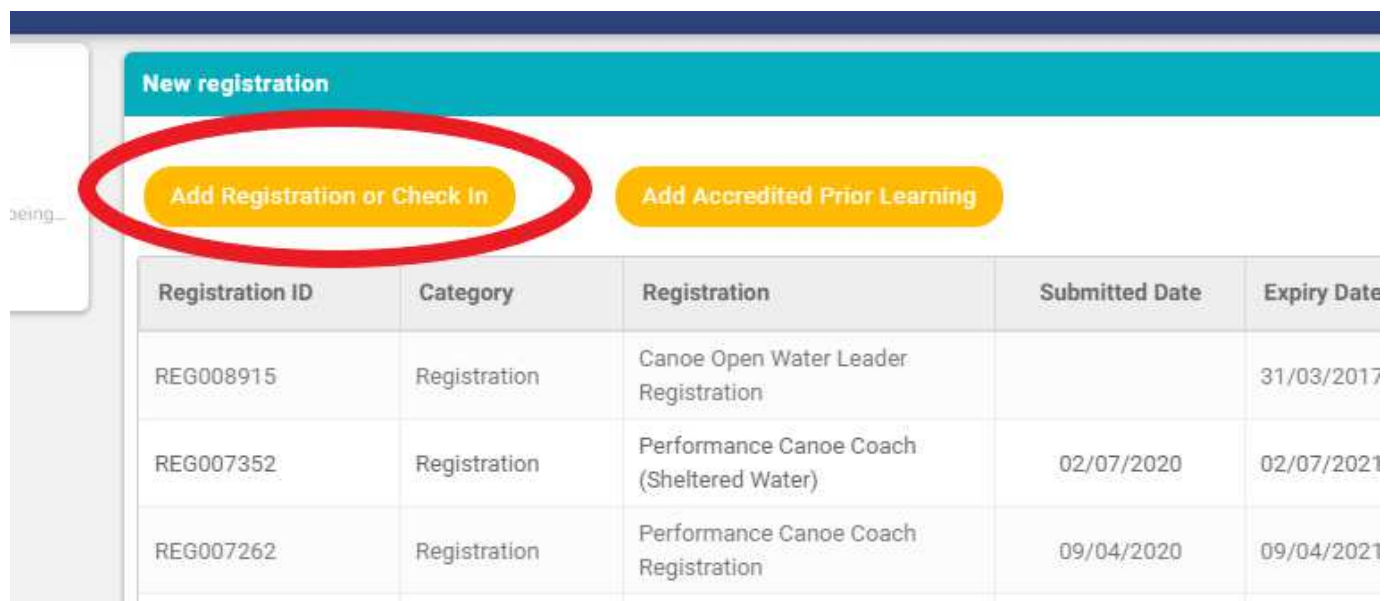
Step 2

Once logged in, please click the menu in the top left corner of the page. You are then looking for the box labelled Registration, APL and CPD.



Step 3

This will take you to the registration dashboard. At the top there are 3 orange buttons. You will need to click on 'Add Registration or Check In'. This will bring up the online form for you to fill in. Please answer all questions as fully as possible.



Step 4

Click next to move to the Equality screen.

Once you are in the Equality Information page, you will find that your details have been automatically added to the application from your membership record. Please check the information and edit if required, once happy you can click next.

Step 5

This will then take you to the Prerequisites screen. If you have everything in place for the award, then it will inform you at this point. If not, there is the opportunity to upload any prerequisites that you may be missing, this could be a First Aid or Safeguarding qualification etc. (Tip it is easier to upload these documents to your record before you begin registration). Even if you are missing prerequisites, you can then go through to payment. The registration will then be visible on your dashboard.

The Registration Dashboard

On your registration dashboard you will see all of your current and previous registrations. Here you can either download them using this button or edit them using this button.

The rest of the dashboard is explained below:

- **Registration ID:** Unique reference number that is specific to this application and can be used in correspondence to resolve issues.
- **Category:** Indicates the type of application, Registration, Check In or Accredited Prior Learning.
- **Registration:** Name of the Qualification registered for or Checked In for (blank for APL applications).
- **Submitted Date:** Date you applied for the APL, Registration or Check In.
- **Expiry Date:** Date the Registration, Check In or APL expires.

NB: there may be other conditions linked to a registration and its validity, for example Membership must be up to date.

- **Status:** This is what status your registration is at, the different states are explained below.

Draft	This is a registration that is not complete or has not been submitted.
Parental Approval	A complete registration from a candidate who is under 18. In this state we are waiting for a parent or guardian to confirm consent.

Awaiting Approval	This is a registration that cannot be approved as you are missing prerequisites. Our coaching advisors will email to inform you what it is we are missing. But feel free to give us a call to discuss this.
Approved/ Active	Your registration has been approved.
Expired	Your registration has expired.

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 considering 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

Further Reading

[Delivery Centre Fees](#)

<https://www.bluefinsport.co.uk/british-canoeing/insurance-for-coaches>