



**Delivery Centre Fees  
(From Jan 2025)**



## **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.

	<b>Course Admin Fees</b>
Coaching Qualifications	£22 per person per course
Bell Boat Helm	£24.00 members
Leadership Qualifications	£12 per person per course
Paddle Safer SUP Safer	No fee
Paddlesport Safety and Rescue	£11 Members
Sea Kayak Safety and Rescue	£16 Non-Members
Inland Open Water Safety and Rescue	
Surf Kayak Safety and Rescue	
Stadium Safety and Rescue Training	
Introduction to White Water Safety	
Swimmer Safety and Rescue	

White Water Safety	£16 Members
Advanced White Water Safety	£21 Non-members
CNTP and OWNTP	£15.60 Members £20.80 Non-members
Paddle Ability	Free
Paddle Awards Start	No fee (administered through Go Paddling website)
Paddle Awards Discover	£7 per person (administered through Go Paddling website)
Paddle Awards Explore	£7 Members £9 per non-member per course
Personal Performance Awards	£11 per member per course £21 per non-member per course
Guide Module	£11 per member per course £16 per non-member per course

Guide Endorsement	None – However Guides can choose to join the Delivery Partner Scheme (See Scheme for Fees)
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### National Association Fees

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

- Paddle UK
- Paddle Northern Ireland
- Paddle Scotland
- Canoe Wales

	<b>Candidate Registration</b>
SUP Instructor Registration	£48 per candidate
Paddlesport Instructor Registration	£48 per candidate
Coach Award Registration	£48 per candidate
Coach Award Assessment Check-in	Free
Performance Coach (Includes 3 x Mentor Sessions)	£145 per candidate
Bell Boat Helm Assessment Check-in	Free

Leadership Registration (All Leader and Raft Guide)  (Not required for Bell Boat Helm)	£42 per candidate
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### 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

<b>Fee</b>	£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	£225 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.



### National Trainer Sign off

Type of Role	Tutor 1 day courses.  (e.g. PSRC Tutor)	Tutor 2 day courses.  (e.g. PSI/ SUPI Tutor)	Assessor (Leader/ Coach, etc.)
Guideline fee - <b>Note:</b> travel costs and accommodation changes in addition and at cost	£322.50	£645	Capped at £215 per assessor role

### Provider Hot Topic Sessions

<b>Type of Activity</b>	Online Sessions	Face to Face Sessions	Face to Face training as the result of malpractice or maladministration (+ Travel at cost)
<b>Guideline fee</b>	Free	Free	£375 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

<b>Type of Standardisation</b>	Annual online Standardisation	3 yearly Face to Face Standardisation	Face to Face Standardisation as the result of malpractice or maladministration (+ Travel at cost)
<b>Guideline fee</b>	Free	£175 per day	£375 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 £375 per day for each staff member involved (charged per hour (rounded up) at £45)

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

<b>Type of Activity</b>	Desk based work	Face to Face work	Attendance at appeals, hearings or tribunals.
<b>Guideline fee</b>	Charged per hour (rounded up) at £45 per hour per person.	£375 per day per person	£475 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](mailto: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 and considered maladministration.

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 and considered maladministration.

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.