



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.

Quality Assurance Sampling: As part of our commitment to ensure the high quality of our awards we also undertake quality assurance of courses which are not OFQUAL regulated, but that we manage the provider workforce of. This includes awards from the BCAB Safety, Leadership, Personal Performance, Guide and Support Modules. This also includes Moderations, Community Learning Events and Provider Orientations delivered by Trainers on behalf of Paddles Up Training. All PUT providers of all awards (except those who only deliver Personal Performance Awards (PPA)) appear on the sampling strategy.

Sampling Workflow - Random Sampling

Stage 1: Arranging the Sample

The first stage will be for the Assessor / Tutor / Provider / Trainer 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: Sampling

- 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 / Trainer 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.

Sampling Workflow - Focused Provider Sampling

Stage 1: Arranging the Sample

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

The SO will contact the individual to commence the sampling journey:

- Provider paperwork will be sent to the SO who will review it and provide feedback and actions (if required)
- The Provider will inform the SO of future courses which may work for standardisation opportunities (in priority of Coach / Instructor awards, then Leadership awards, then Safety and other awards)
- The Provider and SO will identify which course is to be standardised, and if this is remotely (desk based) or in person

Stage 2: Sampling

- 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 / Trainer 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

Qualification	Assessment Decisions	Quality assurance
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

Environment	Assessment Decisions	Quality assurance
Sheltered Water	20 learners	20 learners
Moderate Water	10 Learners	10 Learners
Advanced Water	4 Learners	4 Learners

Safety, Personal Development and Support

Delivery method	Assessment Decisions	Quality assurance
Online	N/A	20 learners
Face to Face	N/A	20 learners

Swimmer Safety and Rescue

Qualification	Assessment Decisions	Quality assurance
Swimmer Safety and rescue	20 learners	20 learners

Assessor Sample Planning

	Criteria (sample created Jan 2025)	Weighting
Course Providership status	Able to deliver regulated courses (Instructor, Coach, Performance Coach)	2000
	Leadership Provider status valid for any Leadership award only	3000
Complaints, Open Investigations & Appeals	No complaints, Open Investigations, Appeals 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

Assessor in focused award	Able to assess Race, Polo or Slalom Awards (due to the infrequent nature of delivery of these awards they are seen as higher risk)	1024
Period since last standardisation (Face to face, Remote or Community Learning Event)	No activity or event in the past 3 years Activity or event in 2024 Activity or event in 2023 Activity or event in 2022	3000 2024 2023 2022
Action plan of 3 / 4 / 5 received from any F2F trainer event or from standardisation activity	Action plan completed Action plan still to be completed	0 500
Has wider experience delivering to other providers	Current National Trainer Current Standards Officer	- 500 - 500

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) Supported by LSO	Quarterly standardisation meeting and annual training session.	100% Learners
Desk Based Standardisation	As above + <ul style="list-style-type: none"> Detailed check of (normal) submitted data 	CS	Delivery Centre Lead (DCL)	Quarterly standardisation meeting and	Interim and Random Sample's

	<ul style="list-style-type: none"> • learner details • location • environmental conditions • special considerations • reasonable adjustments 		Supported by LSO	annual training session.	
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"> • Risk Assessments • Assessment planning • Professional Discussions 	<p>CAL</p> <p>Supported by SO and LSO</p>	LSO	Annual Standardisation and Training	See Sampling rates

	<ul style="list-style-type: none"> • Learner Development Packs (if relevant) • Evidence requested due to emerging themes, complaints, appeals or sampling plan requirements 				
Field based Standardisation	As above + <ul style="list-style-type: none"> • Standardisation of all assessment tasks for each learner during the visit 	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

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer