



# 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

<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

	<b>Criteria</b>	<b>Weighting</b>
<b>Role Gained</b>	last 12 months	2000
	last 24 months	1500
	Last 36 months	1000
	more than 36 months ago (as a face to face event must be attended every 3 (CLE/ Moderation) years per discipline/ environment)	0
<b>Complaints, Open Investigations &amp; Appeals</b>	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
<b>Period since last Standardisation activity</b>	2024 2023 2022	2024  2023  2022
<b>Number of roles held across awards suite</b>	Leadership Safety Coach Instructor	1 added for each role held (Tutor and

		Assessor )
<b>Action plan of 3 / 4 / 5 received from any F2F trainer event or from standardisation activity</b>	Action plan completed Action plan still to be completed	0 500
<b>Has wider experience delivering to other providers</b>	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"> <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) 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  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
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### 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