



Recruitment and Training of Workforce



Paddles Up Training Recruitment and Training of Workforce

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Introduction

Paddles Up Training (PUT) strives for an open and transparent approach to the recruitment and training of its workforce.

The following policy has been developed by PUT to provide guidance and processes to ensure fair and reliable systems are used in the recruitment and selection of individuals applying for roles as Providers, Tutors, Assessors, Trainers, Standards Officers and Working Groups.

The PUT recruitment and selection process provides formal, objective, transparent, and methodical approaches and gives applicants assurance that their submission will be treated confidentially, fairly, and without prejudice.

The training policy clearly lays out the requirements of on-boarding to the role, ongoing maintenance of the role and circumstances where retraining and or cancellation of the role may be required.

Definition

Role refers to any status or role recruited for the delivery, provision, or support of British Canoeing Awarding Body Qualifications. It includes but is not limited to Providers, Tutors, Assessors, Trainers, Standards Officers and Working Groups.

Responsibilities of Paddles Up Training

Paddles Up Training has a responsibility to ensure that BCAB qualifications are delivered to the standards by well-trained competent individuals. PUT has an obligation to ensure that recruitment, selection, and access to training is fair, transparent and ensures the competence of all involved.

PUT takes its responsibility seriously to ensure the health, safety, and wellbeing of everyone involved in the delivery of BCAB qualifications.

Recruitment

- Applications for roles will be considered on an annual basis and based on a yearly workforce and demand review, ensuring appropriate recruitment and succession is planned.
- The training requirements and continual commitment to remain current, as well as any fees involved, will be made clear when applications are opened.
- PUT actively encourages all to apply and welcomes applications from women and groups with protected characteristics who are currently under-represented within PUT.
 - Application packs, advertising and collateral materials will demonstrate the diversity of our workforce, written material will be free from gender bias and be accessible.
 - Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post.
 - Information about vacant posts will be provided in such a way that does not restrict its audience in terms of the Equality Act 2010 protected characteristics.
- All opportunities will be advertised openly through various mechanisms, ensuring that individuals are able to access and apply for roles. This will include PUT website, social media, and direct mailings/newsletters.
- Timing of application periods will be annual, taking place normally in April each year. Closing dates will be at least 4 weeks after the role was first advertised.
- No application will be accepted after the application deadline.

- Applications can be submitted digitally (application form, word document, recording (audio or visual)) or by post (both handwritten and typed).
- Additional help can be requested during the application phase if the forms are causing concerns or problems for individuals. The submission must still be completed within the application time frame.
- Full, clear, and comprehensive criteria will be provided to enable individuals to be able to understand the standard, qualifications, experience, and skill set required for each role.
- Requests to add Coach provider roles (for those already holding full tutor and assessor roles) can be considered throughout the year. In the first instance requests should be made to coaching@paddlesuptraining.com with a detailed justification for why each new role requested should be considered.

Selection

- Selection of individuals is made using all of the information available, including application form statements, references, qualifications and awards held, as well as PUT and National Association records.
- Each applicant will be measured against set criteria and a scoring card. The minimum criteria for all qualifications and working groups are set by BCAB. However, PUT reserves the right to set additional expectations from time to time to maintain our high standards of delivery. Additional requirements will be clearly communicated in the criteria.
- Each role has a role description and person specification.
- Applications will be blindly assessed against criteria. Names, gender, membership number will not be available to the selection panel.
- The selection team will consist of at least two people, however a three-person panel is considered normal.

- Cross Delivery Centre standardisation will be carried out to ensure consistency.
- Whether successful or unsuccessful, applicants will receive correspondence in the time frame stated on the application.
- On request, further feedback can be provided to individuals.
- Unsuccessful applicants will be made aware of the area(s) in which they were unsuccessful and how, if they wish, to develop. Unsuccessful applicants will also be made aware of other areas that their skills, experience, and knowledge could be utilised.

The role

- The roles that individuals gain will be limited to the life of the award, as well as the need for the individual to ensure that they meet the minimum requirements of delivery and standardisation.
- All roles are actively encouraged to support individuals requiring mentoring and observations as part of their Provider/Tutor development.
- The role holder is required to keep up to date with standards and processes from both BCAB and PUT which ensures currency in their delivery.

Training and Development

Training and Development activities are designed in accordance with our Educational Philosophy and Values. This will include but not be limited to:

- A layered approach to build an understanding of requirements.
- We allow individuals to deselect themselves at every stage.
- Options for flexibility (modular options)
- More than one option (dates)

- Tailored to the individual.
- Balanced to cover costs whilst ensuring events are viable and to limit cancellations.

Provider Roles Specific Training

All Provider Roles require role-specific training, prior to granting of the role and while holding the role.

Provider Role Training will be individualised and delivered by a qualified PUT Trainer to a standardised programme:

- All face-to-face orientations will include a competence check requirement.
- All aspirant providers will have an agreed and written action plan at the end of the orientation.
- Where sign-off activities are required, the level of performance expectations will be clearly explained and provided.
- Regardless of an individual's experience, an orientation must be completed prior to being allowed to deliver the associated BCAB qualifications.

Standardisation for Providers

All Providers are required to attend standardisation sessions on an annual basis. Failure to attend a session in a 12-month period will lead to Provider roles being frozen until a standardisation session can be arranged.

Hot Topics

From time to time, PUT may need providers to attend training sessions to provide updates, essential information, or changes to assessment criteria/ learning



outcomes. Failure to attend a session would result in provider roles being frozen until a session can be arranged.

Fees

See [Delivery Centre Fees](#) Document.

Standards Officers, Quality Assurance Officers and Trainers

These roles are recruited on a 'as needed' basis, where shortfalls in the current workforce are identified. Recruitment is managed by the Responsible Officer or their appointed deputy.

All Standards Officers/Quality Assurance Officers and Trainer roles require specific training, prior to granting the role and while holding the role.

Training will be individualised and delivered by a qualified (Employed or Contractor) PUT Trainer to a standardised programme:

- Onboarding - Values, Policies and Procedures, Expectations.
- Role Specific Training including a skills verification.
- Annual appraisal with Line Manager
- 3 Yearly standardisation and at least 1 digital meeting per annum.

Generally, PUT will cover any training fees including registration and examination (one time). We will also cover transportation, accommodation, and personal expenses if agreed beforehand.

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](#)