



# Standardisation Evidence Guidance

## Paddles Up Training Standardisation Evidence Guidance

### Content

Introduction.....	3
Notification of course selection for Standardisation Evidence.....	3
Impact of Certification.....	3
Course Safety.....	4
Top Tips for Evidence Gathering.....	4
Assessment Candidates who do not want to be filmed/recorded.....	5
Sending Evidence.....	5
What to send for Remote Standardisation.....	7
Paddlesport Instructor.....	7
SUP Instructor.....	9
Coach Award Assessments.....	10
Performance Coach Award Assessments.....	11
Leadership Assessments.....	12
Policy Review Arrangements.....	13
Contact us.....	13

## **Introduction**

The requirements of Centre Assessment Standard Scrutiny (CASS) provide us with a great opportunity to both support your assessment decision making and ensure we are CASS compliant. It helps ensure that:

(a) an assessment remains, or was, fit for purpose,

and

(b) the criteria against which Assessment Candidates' performance is differentiated are being, or were, applied accurately and consistently by Assessors in different venues, regardless of the identity of the Assessor, Assessment Candidate, or venue.

## **Notification of course selection for Standardisation Evidence**

Assessors will be notified after course authorisation if their course has been selected for Remote Standardisation or a Standardisation Visit. This will take place any time between authorisation and the course taking place.

Assessment Candidates must be informed as it will impact on the certification timescales.

## **Impact of Certification**

Whilst we will endeavour to ensure that certification is issued without delay, certification will not be issued until Standardisation has been completed.

Please ensure that all Assessment Candidates are aware that certification could be delayed by up to 20 working days.

Please see [Certification Guidance](#) for more information.

## Course Safety

Although you have been asked to submit additional evidence for your course, this should not change your prime responsibility to deliver safe, empowering learning which is enjoyable. Your focus should be on your Assessment Candidates and the evidence gathering should not impact their performance or safety. For example, asking one of the other Assessment Candidates or group members to undertake the filming will ensure you are fully focused on the assessment candidate.

## Top Tips for Evidence Gathering

- Ensure the batteries for every device are fully charged.
- Use a wrist strap, shock and waterproof casing to avoid costly drops.
- Consider device insurance (check for a water damage clause and excess charges).
- Do a test video to check all is working, the lens is clean and the audio is picked up.
- Consider asking a member of the group to do the filming.
- Position yourself or the Assessment Candidate so that you see the active side of the task.
- Start recording prior to the task commencing.
- Continue the filming until the task is complete.
- Ensure the task brief meets the criteria.
- Clearly label evidence with your assessment decision.

**Note:** Evidence that does not meet the assessment criteria is just as useful as evidence that does, ensure you are clear with your assessment decision.

## **Assessment Candidates who do not want to be filmed/recorded**

The registration form includes a statement regarding filming for standardisation and Assessment Candidates agree to this requirement. However, some Assessment Candidates are not able or willing to be filmed. Respecting Assessment Candidates' wishes is part of the role of Assessor and your prime responsibility is to them and their learning.

The way you introduce the requirement to film or record evidence will have an impact on the Assessment Candidates' willingness to take part. To include video feedback as part of the assessment tasks, where the Assessment Candidate can see their performance is a great learning tool.

PUT must be informed before the assessment if a learner does not want you to submit recorded evidence for standardisation with reasoning given.

## **Sending Evidence**

Evidence must be sent digitally; our preferred method of sending is Google Drive.

This will require the setting up of a free Google account (if you do not have one already), using the Google Drive link you have been sent.

For more information on setting up a Google Drive, see:

<https://edu.gcfglobal.org/en/googledriveanddocs/getting-started-with-google-drive/1/>

Files can also be sent using Dropbox, WeTransfer, iCloud, SharePoint, etc.

Your notification of Standardisation selection will contain a Google Drive link. This link is for one course only, a new link will be sent when another course is selected. However, the account will remain valid (you only need one account).

## File Formats

- Documents - PDF's
- Images - JPEG or PNG
- Videos - MP4 or MOV
- Screenshots/ grabs - JPEG or PNG
- Audio Files - MP3

We can accept Google and Microsoft based document formats. If you are an Apple/ Mac user, please convert files to a PDF or Word before sending.

**Tool tip:** To convert a document to PDF, open the file, select 'File' in main menu, select 'Export to', select 'PDF'. The process is the same for conversion to a word.doc format.

## Files Names

Please name files to clearly indicate what they are -

**Documents Example:** Risk Assessment Lone Working or  
RiskAssessmentLoneWorking

**Video File Example:** Assessment Task, Task Number, Assessment Candidate  
Name, Assessment Candidate Membership Number, outcome (of task)

E.g: Rescues3.1DaveSmith12345Pass

## What to send for Remote Standardisation

Please remember this is in addition to the normal course submission, you are still required to confirm the conditions and environment used during the course in the course notes, any reasonable adjustments should have been requested prior to the course and conflicts of interest notifications sent to us in advance.

All remote standardisation will require you to share your Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy.

## Paddlesport Instructor

1. Video evidence showing the water venue and conditions for the assessment tasks.
  
2. Video evidence of 3 different Assessment Candidates performing 3 assessment tasks.
  - a. 1.4 actively engages in their own learning to develop their own professional skills and attributes.
    - i. This is evidenced by an audio recording of their individual debriefs (either at the end of a course or following delivery of a practical element of the course)
    - ii. Further evidence is provided by the scans of completed learner development packs (not required for face to face standards visits)
  - b. 2.1 select and set up their craft
    - i. This can be a video or audio recording discussing their craft choice and how they've checked the suitability of the craft AND/OR set the craft up for themselves
  - c. 3.6 Capsize and perform an effective self-rescue in deep water.

- i. This is evidenced through submission of a video showing the full rescue.

3. Photographic evidence or scans of Learner Development Packs fully completed (after final debrief) for the 3 assessment candidates

A complete Submission will consist of:

- 10 videos / audio files in total (above)
- 3 pictures or scans of Learner Development Packs
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

## SUP Instructor

1. Video evidence showing the water venue for the assessment tasks.
2. Video evidence of 3 different Assessment Candidates performing 3 assessment tasks.
  - a. 1.4 actively engages in their own learning to develop their own professional skills and attributes.
    - i. This is evidenced by an audio recording of their individual debriefs (either at the end of a course or following delivery of a practical element of the course)
    - ii. Further evidence is provided by the scans of completed learner development packs (not required for face to face standards visits)
  - b. 2.1 select and set up their craft

- i. This can be a video or audio recording discussing their craft choice and how they've checked the suitability of the craft AND/OR set the craft up for themselves
  - c. 3.5 Capsize and perform an effective self-rescue in deep water.
    - i. This is evidenced through submission of a video showing the full rescue
3. Photographic evidence or scans of Learner Development Packs fully completed (after final debrief)

A complete Submission will consist of:

- 10 videos or audio files in total (above)
- 3 pictures or scans of Learner Development Packs
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy (if under 18s are present on the course or at the venue)

## Coach Award Assessments

1. 3 Video's showing the water venue for the assessment tasks.

Note: These 3 snapshots should give an overview of the practical assessment tasks, this could be (as an example) environmental conditions / location for the coaching element, elements of the personal skill assessment or a rescue scenario assessment (not task 2.2 as this is captured below).

2. Video/ Audio evidence of each Assessment Candidates completing the following assessment tasks.
  - a. Discussion Task

- i. This should be an audio file or video recording of the learner demonstrating how they are meeting the minimum requirements as set out in the course guide - maximum 5 minute submission.
  - ii. Further evidence should be provided by way of the submitted discussion task being placed in the provided folder and linked
- b. 1.2. The Coach establishes and maintains safety
  - i. This can be a video recording or audio file snapshot showing at least one of the following
    - Fulfils their safety responsibilities with due diligence;
    - Cares for group members' personal welfare and well-being;
    - Minimises the risk of injury to the athlete/learner;
    - Applies appropriate risk management strategies and safety control measures.
- c. 2.5. Self rescue
  - i. This should be a video recording

A complete Submission will consist of:

- 3 venue videos per course
- 3 video/ audio files per assessment candidate
- Completed discussion task
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Check in Guidance, ICO exemption / registration & Safeguarding Policy

### Performance Coach Award Assessments

As Performance Coach Assessments are managed directly by Paddles Up Training, if selected for Remote / Desk based standardisation the Lead Standards Officer will work with the Assessor in advance of the assessment to identify an appropriate sample depending on the environment.

## Leadership Assessments

1. 3 Video's showing the water venue for the assessment tasks.

Note: These 3 snapshots should give an overview of the practical assessment tasks, this could be (as examples) environmental conditions / location for the a leg of the led journey element, personal skill assessment, rescue scenario assessment.

2. Video/ Audio evidence of each Assessment Candidate completing the following assessment tasks.
  - a. Venue selection.
    - i. This could be an audio recording or written conversation (i.e. email chain) focusing on the rationale for the journey and its suitability for the participants.
  - b. The Leader demonstrates efficient and effective self-rescue techniques
    - i. This should be a video recording
  - c. A single sample of one of the rescues required (not self rescue) in the appropriate award environment
    - i. This should be a video recording. N.B. The choice of which rescue to record is at the assessors discretion.

A complete Submission will consist of:

- 3 venue videos per course
- 3 video / audio files per assessment candidate
- Joining Instructions, Risk Management framework (inc. Risk Assessments & Lone Working arrangements), Registration Guidance, ICO exemption / registration & Safeguarding Policy



## **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