



Completing External Verification Standardisation Report and Submitting Evidence

Paddles Up Training

Content

Introduction	3
Notification of Course Selection for Standardisation Evidence	3
Completing the Standardisation Report	3
Collecting and Submitting Evidence	4
One Evidence Link Per Item	4
Label Files Clearly	4
Accepted Formats	4
Tips for Gathering Evidence	4
Assessment Candidates Who Do Not Want to Be Filmed/Recorded	5
Sending Evidence	5
What to Send for External Verification	5
Award-Specific Evidence Requirements	6
Important Reminders	6
Policy Review Arrangements	7
Contact Us	7

Introduction

This guidance supports assessors in accurately completing the Standardisation Report and submitting clear, compliant evidence for each assessment item, in line with Paddles Up Training's remote standardisation and external verification requirements.

British Canoeing Awarding Body has introduced specific requirements for evidence accepted for external verification processes. This document outlines the evidence required and provides tips to support you in gathering and submitting this evidence.

Notification of Course Selection for Standardisation Evidence

- Assessors will be notified after course authorisation if their course has been selected for external verification. This may occur any time between authorisation and the course taking place.
- Assessment candidates must be informed as this will impact certification timescales.
- Certification will not be issued until standardisation is complete, which may take up to 20 working days. Please ensure all candidates are aware of this potential delay.

Completing the Standardisation Report

- Learner Details: Enter the full name and membership number for each assessment candidate.
- Notes: Record any reasonable adjustments, special considerations, or key information to help the Standards Officer/External Verifier understand the context of the evidence.
- Assessment Items: For each assessment criterion (e.g., 2.3, 2.4), provide:
 - A single evidence link (see below)
 - Your assessment decision (e.g., Pass/Refer)
 - Clear, concise feedback specific to the evidence provided
 - Remember: This is a snapshot and your assessment decision is based on the evidence you're presenting—not the whole course. For example, if the criterion states "launch and land" but your evidence only shows launching, it cannot be a pass.

Collecting and Submitting Evidence

One Evidence Link Per Item

- Only one link can be submitted per evidence item.
 - If your evidence is split across several files (e.g., two videos and an audio file), upload all relevant files to a single folder.
 - Share the link to that folder as your evidence link for that assessment item.
 - If all evidence is in one file (e.g., a single video), link directly to that file.
 - You are permitted to upload multiple files against a single assessment criteria to provide evidence against your assessment decision

Label Files Clearly

- Name files and folders so it's easy for the verifier to identify what each contains (e.g., "2.3_LaunchAndLand_JaneSmith_12345.mp4").
- Example: Assessment Task, Task Number, Assessment Candidate Name, Membership Number, and outcome (e.g., "Rescues3.1DaveSmith12345Pass").

Accepted Formats

- Videos: MP4 or MOV
- Images: JPEG or PNG
- Audio: MP3
- Documents: PDF or Word (.doc/.docx)
- Screenshots: JPEG or PNG
- Apple/Mac users: Convert files to PDF or Word before sending.

Tips for Gathering Evidence

- Ensure all devices are fully charged and in working order.
- Use a wrist strap or waterproof case for filming.
- Test audio and video quality before starting.
- Ask a group member to film if needed, so you can focus on assessment.
- Start recording before the task begins and continue until it's complete.

- Ensure the task brief and context are clear in the recording.
- Position yourself or the candidate to capture the active side of the task.
- Evidence that does not meet the assessment criteria is just as useful as evidence that does—be clear in your feedback and indicate on the form if evidence does not meet the criteria.

Assessment Candidates Who Do Not Want to Be Filmed/Recorded

- The registration form includes a statement regarding filming for standardisation, and candidates agree to this requirement. However, some may not be able or willing to be filmed.
- Respecting candidates' wishes is part of the assessor's role. Your prime responsibility is to the candidate and their learning.
- The way you introduce the requirement to film or record evidence will affect willingness to take part. Video feedback can be a valuable learning tool.
- If a candidate does not wish to be filmed, inform Paddles Up Training before the assessment and record the reason.

Sending Evidence

- Evidence must be sent digitally; Google Drive is preferred, but Dropbox, WeTransfer, iCloud, SharePoint, etc. are also accepted.
- Your notification of standardisation selection will contain a Google Drive link for that course only.
- You may create additional folders within this link to allow you to submit multiple pieces of evidence against each assessment criteria.
- Only submit the link to the folder or file in the Standardisation Report.
- Include all required supporting documents (e.g., risk assessments, joining instructions, safeguarding policy) as specified in the guidance.

What to Send for External Verification

These requirements are in addition to the normal course submission. You must confirm the conditions and environment used during the course in the course notes. Any reasonable adjustments or conflicts of interest should have been notified in advance.

Award-Specific Evidence Requirements

Award	Evidence Required	Learners	Notes
Paddlesport Instructor (2.1 & 3.6)	Two pieces for each of three learners	3	For 2.1 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
SUP Instructor (Personal Skills 2.1 & 3.5)	Two pieces for each of three learners	3	For 2.1 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
Coach Award (Learning Outcome 1.2 & 2.5)	Two pieces for one learner	1	For 1.2 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.
Performance Coach Award (Learning Outcome 3)	One piece for one learner	1	This will most likely be an audio recording during the professional discussion, but the assessor has discretion as to how to present the evidence against their assessment decision.

Important Reminders

- Certification may be delayed until standardisation is complete (up to 20 working days). Inform candidates of this.

- If a candidate does not wish to be filmed, inform Paddles Up Training in advance and record the reason.
- Both successful and unsuccessful attempts are valuable—provide clear feedback about the assessment decision.
- Include all required documents as specified in the Standardisation Evidence Guidance.

Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as necessary in response to customer and learner feedback, changes in our policies and processes, and actions from allegations. We may also update this policy in light of operational feedback to ensure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact Us

If you have any queries about the contents of this policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer