

How to complete the BCU (UKCC) Level 2 Assessment Portfolio

A Guide for Candidates

Introduction

To complete your UKCC Level 2 Assessment you must successfully pass all the assessment tasks as outlined in the Assessment Portfolio. Some of these tasks are completed practically on the day of assessment, and some of the tasks are completed prior to the assessment. For all the tasks that are completed prior to the assessment there must be some form of documented evidence prepared, this evidence is then collected and looked at by your assessor. When the assessor is happy that this documented evidence of the assessment tasks you have done prior to the assessment day is satisfactory, they will be able to pass you on these.

For many candidates the process of documenting the assessment tasks prior to the assessment day is daunting, and the documentation layout can be confusing for some. The purpose of this guide is to try to help you in the gathering of documented evidence for the assessment tasks, to ensure you have everything you need for your assessment. The majority of evidence you can complete very easily as you work through the delivery of the six coaching sessions required prior to assessment.

The information for the assessment is in the following three documents;

- Candidate Pack – Section 1, Course Guide
- Candidate Pack – Section 2, Candidate Workbook Assessment Tasks
- Candidate Pack – Section 3, Assessment Portfolio

There are a few different versions of these documents as they have developed over the last few years. All references in this document are to the latest version (these all have Oct 08 in the header). If you don't have this latest version you can request a copy from your Home Nation Association.

Evidence to gather prior to your final Assessment

All of the paperwork below will be collected from you at your assessment. It is recommended that you keep a copy of everything yourself so you have it for your own future reference. If for any reason the paperwork you present to your assessor gets lost, you have another copy if asked.

We recommend that you gather all of your evidence together in a folder including a title page with your name and Home Nation Association Membership Number, followed by a contents page and reference numbers. The evidence required is broken down into the following 5 sections (you can use the same reference numbers if that helps);

Part 1 – General paperwork required:

- 1.1 Original Stamped CR Form - your CR Form should already have been stamped by us in the 'registered' box, and signed by your training course director in the 'training' box. You just need to put the form in your portfolio.
- 1.2 Your Green Assessment Portfolio - complete your personal details on Pages 1 & 4; make sure the date of your BCU (UKCC) Level 2 Training Course and Directors Name has been completed on page 4; and insert the date you completed your FSRT or CST is entered on page 4 (your final Assessor can sign/date this if it has not yet been done – they will need to see your original certificate).
You can also use the Portfolio Pre-Assessment Check List (on page 3) to do the final check that you have the correct paperwork for assessment evidence. Sign in the box when you have the appropriate evidence. NOTE – where it says you need six Health & Safety checklists and six Risk assessments, *this is an error*; you just need one per venue used as explained in this document.
- 1.3 Copy of your valid First Aid Certificate (8 hours) - Prior to your Level 2 Assessment, you will need to have completed a BCU recognised 8 hour First Aid course. Check here for suitable courses; www.bcu.org.uk/coaching/first-aid/approved-courses/. Please note that it is assumed the HSE Emergency First Aid at Work course is 6 hours, unless otherwise stated on the Certificate. If you are not sure if your certificate is acceptable, please email coaching@bcu.org.uk and they will be able to confirm.
- 1.4 Copy of BCU Online LTPD Test Certificate
You will need to complete this on-line test and put a copy of the certificate in your portfolio. Go to the website www.bcucoaching.org.uk

Part 2 - Assessment Task 1 Case Study Evidence:

(Indirect Coaching Assessment Task)

All of the following paperwork evidence is in relation to the six sessions that you have planned and carried out prior to your assessment. These sessions can be in either kayak or canoe, but must be with the same group of people and preferably be spread out over a reasonable period of time. By spreading the coaching sessions out it allows you and the learners' time to reflect/review and therefore keep adjusting the plan accordingly. This will allow maximum learning and development to happen.

- 2.1 Information Gathering - this is on Page 7 of your Workbook Assessment Tasks and needs to be filled in
- 2.2 Series Aims - this is on Page 8 of your Workbook Assessment Tasks, you just need to fill this in once right at the start of your sessions as it outlines the general aims – these may well change and you can indicate this in your session reviews and your plan evaluation
- 2.3 Six Session Planners and Reviews – these are for each of the sessions you have delivered, you can use the template on Page 9 – 12 of your Workbook Assessment Tasks, or make up your own. If you choose to make up your own you need to make sure you meet the assessment criteria on page 8, and 10 of the Assessment Portfolio.
Two signed off Session Reviews – Two of your sessions must be observed by a fellow coach or mentor, they will then carry out your review with you, two of the above session reviews need to be signed by this person
- 2.4 Health and Safety Checklists – you must complete one of these checklists for every venue you use during your six coaching sessions. If you just use one venue, you just need to fill out one. These are found on Page 15 of your Workbook Assessment Tasks

- 2.5 Risk Assessments – as above you must complete one of these for every venue/discipline you use. These are found on Page 16 of your Workbook Assessment Tasks
- 2.6 Plan Evaluation – This is filled out when you have completed all your six sessions, and it is the evaluation as to how they all went, in this you can identify if any of your series aims changed and why. This is found on Page 13 of your Workbook Assessment Tasks

Part 3 - Assessment Task 1 Additional Evidence:

(Additional Evidence to Support Task 1a)

- 3.1 Your Journey to UKCC Level 2 - You need to write approximately 100 words describing your journey from Level 2 Training to Level 2 Assessment, and how this has developed you to be ready for assessment. (Ref: 13.1 Page 18 of the Workbook Assessment Tasks)
- 3.2 Copy of Skills Checklist – In your Candidate Pack – Section 1, Course Guide on Pages 22-23 there is a 'Pre-Course Bench Marking Task'. You should have already filled this in prior to your training course. Fill this in again with your current level of knowledge and submit it as your skills checklist.
- 3.3 Access Details – Supply details of access considerations for two venues you use in your coaching. Ideally these will have been the same venues you used in your six sessions. This may be a written paragraph or two (approx. 100 words), or a centre/landowner document. (Ref: 2.1.2 Page 19 of the Workbook Assessment Tasks).
- 3.4 Child Protection / Good Practice Guidelines – Using one of your coaching sessions as an example, or your place of work, or your club; write up where you can find guidelines for child and vulnerable adult protection. Describe how these guidelines affect you and describe examples of good practice you can incorporate during sessions. (Ref: 6.4 & 6.4.1 Page 20 of the Workbook Assessment Tasks).
- 3.5 Copy of Coaching Logbook Evidence – In addition to your six sessions, you need to show logbook evidence of 10 hours canoe coaching and 10 hours kayak coaching (Ref: 13.3 Page 21 of the Workbook Assessment Tasks).

Part 4 - Assessment Task 2 Evidence:

(Technical Understanding)

- 4.1 Coach Sign Off – you need to get a BCU Level 3 Coach or higher to observe you delivering aspects of the 2 Star and Paddlepower syllabus. Having done this they need to sign your Assessment Workbook to say they are happy with what they have seen, this is on Page 22 of the Workbook Assessment Tasks.

Part 5 - Assessment Task 7 Evidence:
(Supporting Evidence)

- 5.1 Photocopy of 3 Star Certificate (Boat-based candidates only) - this can be canoe or any kayak discipline
- 5.2 Photocopy of CPD Unit Evidence – this can be;
- A second 3 Star Certificate
 - A BCU 3 hour Foundation Module – for example Coaching Young Paddlers, Coaching the Mind
 - A BCU Discipline Support Module – for example Coaching Canoe Slalom
 - A BCU recognised equivalent

Details of all of these options are available from;

www.canoe-england.org.uk/coaching/information-for-bcu-ukcc-level-2-trainees/

- 5.3 Evidence of Child Protection Training – The Canoe England Child Protection Policy requires Coaches who work regularly or alone with children (under 18) to complete ScUK Safeguarding and Protecting Children course (or equivalent). Coaches for whom this does not apply need to complete the BCU Paddlesafe online Child Protection course (or equivalent) instead.

You don't need to complete any page 18 and 19 of the Level 2 Assessment Workbook Assessment Tasks (or box 10.4 on page 20). This is replaced by everything else you have done by following this guide!

CRB Disclosure:

If you live in England, Wales, or Northern Ireland you need to have a BCU enhanced CRB disclosure before your Level 2 certificate can be issued. If you do not already hold a BCU CRB please email our CRB Administrator - joanne.simpson@bcu.org.uk including your name, BCU number, and address. Alternatively please phone her on 0845 370 9529. Jo will send you the necessary paperwork to complete. As a voluntary BCU Coach this facility is currently free. It usually takes about six weeks for the CRB to make the necessary checks, so be proactive and get this done as soon as possible. Your Level 2 certification cannot be processed until a CRB check is in place. You don't need to show anyone a copy of your CRB Certificate - it will be checked via the BCU Database prior to certification.

Final Assessment Preparations

Having worked through everything above, you will now be ready to present yourself for assessment. Ensure all your paperwork evidence is packaged together in the above order and all clearly titled with your name on it. You will be asked to either send it in prior to your assessment or to bring it all along at the start of your assessment.

What to expect on Assessment Day:

Assessment Task 3, 4, 5, and 6 are all practically seen on the day of your assessment and are then signed off by your assessor. In Assessment Task 3 you will be required to deliver two 20 minute coaching sessions (canoe and kayak), as part of this task you will be required to write a session plan and session review for both coaching sessions. You will normally do these on your assessment day and they will be collected from you after you have delivered and reviewed your sessions.

You can find further information on the assessment tasks seen practically on the assessment day on Pages 6-12 in the green Assessment Portfolio.

So.... work through the paperwork (it's not that bad!), enjoy your coaching, and good luck on the assessment!

Please check out the following webpage for more information and support:

www.canoe-england.org.uk/coaching/information-for-bcu-ukcc-level-2-trainees/

Things to remember to take with you to your practical assessment:

- Original First Aid Certificate (8 hours)
- Original BCU Foundation Safety and Rescue Training Certificate (or BCU Canoe Safety Test if achieved prior to 01/01/09)
- Original BCU Online LTPD Test Certificate (www.bcucoaching.org.uk)
- Your collection of evidence as outlined throughout this document

Pre-Assessment Portfolio Check List;

Part 1 – General

- 1.1 Your CR Form
- 1.2 Your Green Assessment Portfolio
- 1.3 Copy of your valid First Aid award (8 hours)
- 1.4 Copy of your BCU LTPD Certificate

Part 2 - Assessment Task 1 Evidence – Case Study 1

- 2.1 Information Gathering
- 2.2 Series Aim
- 2.3 Six Session Planners and Reviews (remember two need to be signed off)
- 2.4 Health and Safety Checklists for each venue used
- 2.5 Risk Assessments for venues / sessions
- 2.6 Plan Evaluation

Part 3 - Assessment Task 1b Evidence;

Most of the requirements are evidenced above; the additional information is required;

- 3.1 Written statement reflecting journey to prepare for Level 2
- 3.2 Skills checklist
- 3.3 Details of Access arrangements for at least two venues you use
- 3.4 Copy of relevant child protection / good practice guidelines
- 3.5 Copy of Coaching Logbook Evidence

Part 4 - Evidence for Assessment Task 2 Evidence – Technical Understanding

- 4.1 Coach Sign off

Part 5 - Evidence for Assessment Task 7

- 5.1 Copy of 3 Star Certificate (Boat-based candidates only)
- 5.2 Copy of CPD Unit Certificate or second 3 Star Certificate
- 5.3 Evidence of Child Protection Training

Remember candidates in England, Wales, and Northern Ireland are required to have a BCU CRB. This is checked via the BCU Database prior to Certification.