

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 all the evidence that you require 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 required prior to 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.

Make a contents page for all of your evidence, including page numbers, your name, and Home Nation Association Membership Number.

General paperwork to bring to your assessment;

- Original Stamped CR Form
- Date of your BCU UKCC Level 2 Training Course and Directors Name (this might already be signed on page 4 of your green Assessment Portfolio)
- Copy of Valid First Aid Award (8 hours)
- Copy of your BCU Foundation Safety and Rescue Training Certificate (or BCU Canoe Safety Test if achieved prior to 01/01/09)
- Copy of your BCU Online LTPD Test Certificate (www.bcucoaching.org.uk)

Paperwork required for Assessment Task 1a (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.

- Information Gathering - this is on Page 7 of your Workbook Assessment Tasks and needs to be filled in
- 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
- 6 x Session Planners – these are for each of the sessions you have delivered, you can use the planner that starts on Page 9 of your Workbook Assessment Tasks, or make up your own
- 6 x Session Reviews – these are for each of the sessions you have delivered. You can use the review that is on Page 11 & 12 of your Workbook Assessment Tasks, or make up your own
- 2 x 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. Therefore two of the above session reviews need to be signed by this person
- 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
- 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
- 1 x 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

Paperwork required for Assessment Task 1b: (Additional Evidence to Support Task 1a)

- 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).
- 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.

- 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).
- Organisational and 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).
- Copy of Logbook Coaching Evidence – in addition to your six sessions you need to show logbook evidence of 10 hours canoe coaching and 10 hours kayak coaching.

Paperwork required for Assessment Task 2: (Technical Understanding)

- **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.

Assessment Task 3 to Assessment Task 6:

These 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 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.

Paperwork required for Assessment Task 7: (Supporting Evidence)

- **Copy of 3 Star Certificate** – this can be canoe or any kayak discipline
- **Copy of CPD Unit Evidence** – this can be a second 3 Star Certificate OR a 3 hour Foundation Module (e.g. Coaching Young Paddlers, Coaching the Mind). For a full list of Foundations Modules or APL equivalents then contact your Home Nation Association.
- **Safeguarding Commitment – Evidence of Child Protection Training** – This should ideally have been done recently and be appropriate for the Nation in which you live as the law can be different. It could be a BCU delivered course, a Sports Coach UK course, a Canoe England online course or any other recognised training that you may have received at your workplace. If you are unsure and want to check what is appropriate please contact your Home Nation.

You don't need to complete 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

Candidates in England, Wales, and Northern Ireland need to have a BCU CRB disclosure before their certificate can be issued. To obtain this please contact the BCU on 0845 3709500. Candidates are not required to provide evidence of this as it is held on their BCU Database record.

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.

On the green Assessment Portfolio fill in your details on Pages 1 & 4. You can also use the Portfolio – Pre-Assessment Check List to do the final check that you have the correct paperwork for assessment evidence. Sign in the box when you have got the appropriate evidence. NOTE – where it says you need 6 x Health & Safety checklists and 6 x Risk assessments, *this is an error*, you just need one per venue used as explained in this document.

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