

Training & Development Unit course provider options,

Discussion document

1.0 Introduction

This document was prepared as an initial discussion document in a prelude to undertake the restructuring of paddlesport skills and instructor training for the training and development unit (TDU) of canoeing Ireland. This document provides a brief overview of the current training provision, the TDU Committee's role in this, a proposal for the future highlighting some of the issues the TDUC has to be cognisant of and overview of other National Governing Bodies training approval scheme..

In the document the definition of the TDU is taken to be the entire Canoeing Ireland instructor body, while the TDUC refers to the TDU committee.

2.0 Current Training provision

The TDUC are the representative body responsible for overseeing the provision of instructor and skills award scheme of Canoeing Ireland. In summary the delivery of the award scheme happens as follows:

2.1 Level 1 to 3 skills awards: These may be delivered and assessed by up to level 3 instructors. These training courses may be run through clubs, centres, individuals, etc. The assessment of these awards is similar, and certificates for the above skills awards are issued through the canoeing Ireland office.

2.2 Level 4 and 5 skills awards: These awards were primarily controlled through the canoeing Ireland office, with the assessments for these awards being organised almost exclusively through the office, apart from the level 4 sea skills award, though approval to run the assessments had to be sought in advance. The office ran the courses by hiring appropriate instructors to ensure the courses ran, though all were run on a commercial basis, i.e. they did not run if there were not sufficient numbers.

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2.3 Instructor training: The requirements for running instructor training were set by coaching Ireland in the adventure activity framework document, i.e. all of those running / co-ordinating instructor training had to hold a coaching Ireland tutor qualification. Course provision for level 3 instructor training and assessment was almost exclusively through the canoeing Ireland office. Level 1 and 2 instructor training was similar, though there had been a relaxation in the previous 3 years whereby some providers were able to run level 2 instructor training and pay only for logbooks. Assessments however, were still controlled centrally.

3.0 The Role of the TDUC

To date the role of the TDUC has been to manage and revise where required the training award scheme. It also had a role in approving course providers (currently done through a panel system). The TDUC had effectively become subservient to the office, and had its income reduced to a stipend of €1500 annually to cover its operating expenses, part of the agreement with this stipend was that the canoeing Ireland office would also take over the roll of running CPD training on behalf of the TDU.

The arrangement outlined above effectively diluted the roll that the TDU played in Canoeing Ireland, as it no longer took on development initiatives as it could not resource them, and this reduced roll may have been reflected in the fact that it was difficult get officers for some of the committee positions. This agreement has not been upheld by the Canoeing Ireland office, in addition due to the turmoil within the management and administration of the NGB the TDUC has had to take a more active roll in course provision. Presently the TDUC want to implement a more formal agreement and appoint providers to run the award scheme on its behalf.

4.0 Overview of other National Governing Body Award schemes.

A brief overview of training provision within some of the other NGB award schemes is outlined in Appendix A. The most striking fact is that few NGBs are directly involved in commercial training, almost all other NGBs have approved providers that pay the NGB for providing training on their behalf. The NGBs that have remained involved in providing their own training are the smaller NGBs. The NGBs that have grown and developed in recent years are those that utilised it's provider network to provide training on it's behalf. The NGBs reviewed were:

1. Bord Oilunt Sleibhe (Irish Mountain Training Board)
2. Irish Sailing Association
3. British Canoe Union
4. Royal Yachting Association
5. British Mountaineering Council
6. Irish Surf Association

Within the recognition / provider options viewed, some NGBs monitored course provision, while other had a more comprehensive quality assurance model, which required site visits and equipment inspections. Presently, the TDUC is interested only in course provision, as a more comprehensive quality assurance model would stretch all resources currently available.

4.1 Current issues identified

Outlined below are some issues relating to the restructuring of both instructor and skills training provision for the TDU:

- Currently the proposed system of course providers could be seen as an extension of the panel system. However, we have had no system for allowing the autonomous operation of these providers. Therefore any changes in this area, while they may be welcome will also cause discontent as others seek to become providers and the process may take them time to full fill all requirements. We are also curtailed by the Adventure Activities Framework.
- To date clubs have not been required to pay the TDU anything other than certification fees if and when required. Therefore any measure that will require payments from clubs will antagonise them unless there is an actual real benefit to them in return for this fee.
- The market in Ireland for kayak instructor training is not infinite. Hence, there may be a need to curtail the number of providers and assessors. While this measure will prove unpopular with potential providers, they may be worth considering, to ensure that there is sufficient work for all involved. Other NGBs such as the ISA have purposely limited their instructor trainer numbers. While this may be perceived by some as anointing some favoured providers as it essentially guarantees some providers an income from instructor training and assessing. However, the more courses a provider runs then the better the standard of training becomes and the real benefit accrues to the NGB.

- It may be worth considering a training recognition and an assessment recognition. This would be more along the lines of BOS, (mountain skills training scheme) though they can control the assessing option as the number of higher award holders is small.
- The award scheme is capable of generating a revenue and will be in essence the TDU's only income, along with certification. Hence the revenue generated needs to be able to fund a moderation scheme, so the TDU may monitor standards and also fund development initiatives. This need for revenue should not be at the cost of making training unaffordable and alienating clubs who may see this as the end of volunteerism.
- There may be a case for Colleges and PLCs to be given separate recognition, in that they facilitate training of NGB instructorships. The options are that they pay for bringing in a provider, however in view of the inevitable cutbacks this may not be viable. Therefore it may be worth having a different a fee for them but exclude them from providing assessment. This may merit further discussion.
- Coaching Ireland are now requiring NGBs to have a CPD in place for their awards and to have a time lapse on the awards, hence awards may be kept valid by attending a CPD and showing through a logbook that the candidate has been active.

5.0 The proposal

The TDUC discussed the pros and cons of the mechanisms identified by the various NGBs. A proposal based on this is outlined below. The proposal has looked at both the proficiency awards and the instructor awards.

5.1 *The proficiency awards*

5.1.1 *The proposal*

The proposal with the proficiency awards is to simplify the scheme by eliminating the panels and allow instructors to assess for what they are qualification allows. See table below. This proposal will require some revision within the award scheme, but ultimately should simplify the situation for everyone. Presently the main issues that have been identified are associated with the level 4 and 5 skills awards.

Instructor Level	Proficiency Award for which they may assess
Level 1 Instructor	1
Level 2 Instructor	2
Level 3 Instructor	3
Level 4 Instructor	4
Level 5 Instructor	5

In future instructor awards, it will be a requirement for candidates to have observed the assessments at the required skills levels in advance of their assessments. For existing instructors there will be a requirement to attend take part in a CPD and attend a skills assessment at the appropriate level, to ensure they are at the required standard.

One of the issues associated with this change over is that there will be severe pressure on instructors running higher skills assessments in the future, as candidates try to observe / assist on assessments, in order to gain / endorse their awards. For existing level 4 instructors not on the level 4 panels it is proposed that there will be a period of 2-3 years to facilitate them to attain any outstanding requirements.

It is envisioned that it will take 4-5 years for the level 5 skills to be assessed entirely by level 5 instructors.

It is also proposed to re-look at the pricing of the skills awards. Presently all skills awards are the same price, in the future we propose to revise the pricing as follows:

Level 1 skills	€5
Level 2 skills	€5

Level 3 skills	€10
Level 4 skills	€10
Level 5 skills	€10

5.1.2 Operational issues

- All assessments are to be notified to the TDUC at least 10 days in advance of the assessment. We are aware that assessments may be delayed cancelled due to water , weather, etc.
- All assessments are liable to moderation.

5.1.3 Summary

Instructors would be able to run skills training and assessments up to the instructor level they are qualified to. The pricing of some of the skills awards will also change. For existing instructors not current on the relevant training and assessing panels then there will be both a time and a mechanism in place to facilitate this change over.

5.2 Instructor awards

5.2.1 The Proposal

As Canoeing Ireland is a participant in the Adventure activity Framework, the only persons able to provide Instructor training are Canoeing Ireland Instructors who hold a Coaching Ireland Tutor qualification.

Tutors will be able to run instructor training independently on behalf of canoeing Ireland, by taking out a provider ship with canoeing Ireland to run whichever instructor award(s) they are approved for. It is proposed that this provider ship would run for a 3 year period and the costs are outlined below. In that period it is expected that the provider would

- Pay a fee (see table 2) for each award they wish to run
- Have, and would provide evidence of suitable insurance
- Agrees to utilise only qualified and recognised staff on each course
- Run at least 3 instructor training courses
- Run 3 instructor assessments
- Notify the TDUC in advance of upcoming courses
- Attend a CPD
- Purchase course materials from the TDUC
- Agree to be moderated
- Facilitate emerging providers by allowing others to sit in on courses

(N.B. the above is an indicative outline of a provider agreement, each provider would be required to sign up to a more comprehensive agreement.)

The TDUC would agree in return

- To advertise upcoming courses on the providers behalf
- Direct / provide any potential instructors with list of approved course providers.
- To moderate both training and assessment standards

- Provide CPDS

Table 2. Proposed Provider fee Structure

Award	Proposed fee for a 3 year providership
Level 2 instructor training & assessment	300
Level 3 instructor Training & assessment	300
Level 4 instructor training & Assessment	200

In the above scenario a provider holding a level 2 instructor providership would pay the TDUC €300 for both training and assessment. This equates with to €100 per annum. Hence if you trained 10 candidates, the providership is costing you €10 per head a year. If you train 20 people a year this then falls to €5 a head, etc..... . Presently, the TDU has 160 level 2 trainees a year.

If a provider also decided to provide level 3 instructor training and assessment they would pay the TDU €600. This would equate to approx. €200 a year. Therefore if a provider you put through only 10 candidates, the cost per candidate will be €20 per annum. It therefore would make sense that if one wants to take multiple candidates then they need to make sure they are putting through as many candidates as possible to maximise their margins.

5.2.2 Issues arising:

- If a provider wishes to hold multiple providerships then it may be necessary to place cap on the fees payable.

- Future working arrangements and costs of working with the office need to be formalised.
- As more of our instructor awards are incorporated into the Adventure activity framework, there will be a necessity for some providers to be observed by Coaching Ireland staff in addition to helping us pilot some of these revisions in the award scheme.
- In the less developed award schemes there may be a need to subsidise some of the providers or reduce the provider fee, e.g. Open boating and sea kayaking.
- The costs for assessments may rise, so a review of assessments may be required within the first year of provider ships

5.2.3 Summary

Instructors who hold a Coaching Ireland Tutor qualification will be in a position to become a course provider for the TDU. The providers will pay for each instructor level that they wish to run. The providers will be moderated and the less well developed awards within sea kayaking and Open boating may need either subsidisation or a reduced provider fee.

The providers will be approved for a 3 year period, if during moderation a provider is found not to be at the required standard, they will receive feedback in writing and given an opportunity and a work plan to come to the required level. Their following course will also be moderated and if they still have not attained the required level then their providership will be terminated.

6.0 The Next Step

The above proposal is for discussion. TDU members have until the 16th of September to make their views on the above known and provide feedback. Based on this feedback, revisions will be made and a finalised model will be circulated before the end of September. Applicants will then be invited to seek providerships on behalf of the TDU and the scheme will be up and running by the end of October.

All comments and feedback should be emailed to Committee@tdu.ie before the 16th of September 2011.

Kevin O'Callaghan, 23th August 2011

Appendix A

Summary of NGB Provider Options reviewed

Options	BOS	ISA	BCU	RYA	MLTB	Irish Surf Assoc .	CANI	Canoeing Ireland
Cost								?
Site Inspection	O	200	£275	£275				?
Initial Cost	100	320	£300	£275				?
Add-ons	100 for MSA up to a max of 200 per provider	€95 for each additional scheme						
Constituency								
Clubs	Y/ N	Y	Y	Y			Y	?
Centres	N	Y	Y	Y	Y	Y	Y	?
Individual Providers	Y	Y	Y	Y	Y	Y	Y	?
Other info								
No. of instructor training providers	Varies on scheme	<15				<6	14?	21
No of instructor courses run in 2010	?	?	?	?				
No. of Certs / Quals awarded	?	10,000	?	?				3,000
Resources								
Course materials	Y	Y	Y	Y	Y	?		Y
Course slides	Y	Y	?	Y	Y	?		Y
Insurance discount		Y	?	Y	Y	Y		N
Provider newsletter		Y	?	Y		?		N but can address
Lobbying power	Y	Y	?	Y		?		N
On-line certification	Y	Y	?	Y	Y	?		N
Course advertisement		Y	?	?		N		N
	Y	Y	?	Y	Y	N		Y

