

## What is registration?

Registration is the process by which you confirm your intention to study towards a particular qualification It includes:

- Checking of previous qualifications
- Completing and signing the Registration Form
- Medical Declaration (if required)
- Setting up and providing access to course resources and eLearning (where applicable)
- Acceptance of the terms and conditions of study and helps you understand your rights whilst undertaking the qualification and how your data will be used

Once you are registered you become a learner with the Home Nation and we are able to contact you with relevant information and updates to your course of study, help you find course and local support or mentoring.

## When and where does Registration take place?

It depends on the development pathway and type of course, We would recommend that you register as early in your development journey as possible to access all of the support and learning resources. As a bare minimum and to support your learning we would recommend registering at least two weeks before starting your training courses.

Registration can be completed online, via email or by post.

## How much do I need to pay to complete Registration?

Registration varies depending on type of course and ranges between £17.50 and £45 depending on the qualification. Home Nation associations are subsidised by public sector grants to support UK functions and therefore international registrations range from £25 - £70.

## What happens to my registration fee?

The Home Nation provides	British Canoeing Awarding Body Provides
<ul style="list-style-type: none"> <li>• Advice Support and Guidance</li> <li>• Provides registration services</li> <li>• Provision of Internal Verification</li> <li>• Provision of digital platforms and resources</li> <li>• Administering qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Advice Support and Guidance</li> <li>• Administration of Qualifications</li> <li>• Design and Development and continual review of Qualifications</li> <li>• Design and Developments of Resources and eLearning</li> <li>• Insight and Innovation</li> <li>• Home Nation Compliance Verification Visits</li> <li>• Ofqual and other regulatory body compliance</li> </ul>

## How does registration support me?

The aim of the registration service is to support your development as a learner and opportunities for us to ensure you get the most from your chosen development pathway.

This includes:

Direct Registration benefits include:

- For Coaching qualification this meets both Ofqual and British Canoeing Awarding Body registration requirements.
- Ensures that we collect the required data to administer your qualification on your behalf and ensures you understand how that data is used.
- Check that you hold all of the required training and qualifications (reducing unsuccessful assessments and candidates attempting qualifications that they not ready for)
- Reduces administration checks required on assessments via the included check in service allowing you to focus on your assessment.
- Ensures that we understand the demand for our courses and allows us to develop appropriate numbers of providers and work with providers to ensure sufficient numbers of courses are available.
- We monitor development and are able to offer support to candidates who are not moving through their pathway as expected.
- Allows us to provide quick and free opportunities to change your pathway if circumstances change

Indirect Registration benefits include:

- Ensures that we supply you with the right resources at the right time to support you in your development and your chosen pathway.
- Ensures we collect the appropriate medical declaration information and where required plans for and agree reasonable adjustments.
- Allows us to support your development pathway and share with you, appropriate assessment opportunities.
- Reduces the risk of candidates attending course before they are sufficiently experienced and prepared.