

REF NO.	PORTFOLIO TASK/EVIDENCE	WHERE TO FIND TASK/EVIDENCE	INFORMATION ON TASK	FILED & REF?
	CR Form	<a href="http://www.canoe-england.org.uk/media/pdf/CR%20Form%20Version%204.pdf">http://www.canoe-england.org.uk/media/pdf/CR%20Form%20Version%204.pdf</a>	Coaching Registration Form This should have been completed and sent back to you prior to your BCU UKCC Level 2 Training Course.	
	Skills Checklist	Candidate Pack Pages 21 & 22 of your - Pre-course benchmarking task found on	Should have been completed prior to your BCU UKCC Level 2 Training Course	
	Gathering of information	Assessment Pack - Blank copy for you to complete	How did you gather the information of your clients you coached throughout your 6 sessions?	
	Series Aims	Assessment Pack - Blank copy for you to complete	Your aim for the series of 6 sessions you planned and coached.	
	6 x Sessions Plans	Assessment Pack - Blank copy for you to complete	Your 6 written session plans that you coached. Show progression throughout with reference to a BCU syllabus.	
	6 x Sessions Reviews	Assessment Pack - Blank copy for you to complete	Your 6 written reviews of your coached sessions. Be critical and reflective as this will help you long term,	
	6 x Health and Safety Checklist	Assessment Pack - Blank copy for you to complete	For each of your 6 coached sessions you must have completed a Health and Safety Checklist. Tick the boxes where appropriate	
	Plan Evaluations	Assessment Pack - Blank copy for you to complete	Your written evaluation of you completed 6 coached sessions. Be critical and reflective in this section.	
	2 x Risk Assessments	Assessment Pack - Blank copy for you to complete	A completed risk assessment of 2 venues you used in your 6 sessions plans. Or if you have only used 1 venue complete one for a venue you have used previously.	
	Journey To Level 2	Written by yourself with a title such as -	Written in your own words - how have you adapted	

	Coach	My Journey to Level 2	your coaching, gone on courses, used your experiences in coaching and other areas of your life to help your journey to become a level 2 coach.
	CPD Module	A Continual Professional Development (CPD) module as chosen and completed by yourself	A copy of evidence of a CPD module you have completed. (e.g. Child protection course, personal skills award, most UKCC accredited 3 hour courses - check your local council for courses available)
	Coaching, Skills & First Aid Awards	Your previously gained awards relevant to the UKCC BCU Level 2 Coach award	A copy (not originals) of your previous awards. E.g. Star awards, FSRT, Valid First Aid.
	Long Term Paddler Development	Page 22 of Candidate Pack <a href="http://www.bcucoaching.org.uk/">http://www.bcucoaching.org.uk/</a>	Log in online through the website using your BCU membership. Have two web pages open 1- the information about LTPD 2- The assessment page. Complete the online assessment. If you pass they will email you a certificate - print this off and put in your evidence file.
	Child Protection Information	<a href="http://www.canoe-england.org.uk/media/pdf/SPC-P1%20060409.pdf">http://www.canoe-england.org.uk/media/pdf/SPC-P1%20060409.pdf</a>	Go to the website as demonstrated to the left. Print off this document (BCU Child Protection Policy) and put in your evidence file. If this fails go to <a href="http://www.canoe-england.org.uk">www.canoe-england.org.uk</a> and search for child protection. If the company you are working for also has a child protection document please state the basics of this. You Must state where you can access all your documentation.
	Coaching Log Book	Compiled by yourself and experiences.	Copy of all your coaching hours stating the course, the group, the craft and the date.
	Access Information	<a href="http://www.canoe-england.org.uk/access-and-environment/">http://www.canoe-england.org.uk/access-and-environment/</a>	Access information for two areas you have used throughout your coaching. The document to the left can be used as one then state the information

			regarding the coaching area you have been using.	
	CRB Form	<a href="http://www.canoe-england.co.uk/coaching/coaching-forms/how-to-request-a-crb-form/">http://www.canoe-england.co.uk/coaching/coaching-forms/how-to-request-a-crb-form/</a>	Request a CRB from this web address. When you complete this if you put down you are a volunteer for a club then you will not have to pay the fee.	

