

SCO & ASCL Sub-Committee Meeting Thurs 23/09/21 at Sport Park

In person	In attendance	Apologies
Baden Knifton (BK) Tim Fawke (TF) Ryan Grewcock (RG) Claire Pennel (CP) Chris Stroud (CS)	Dial in Chris Exall (CE) David Armstrong (DA)	

Note: Andy Stewart has stepped down from sub committee role since last online meeting.

1) SCO Online Course Tutor Rate

TF explained how initial figure of £100.00 had been established based upon workload and standardised tutor fees across SE provision. CS gave input from recent pilot course, recommendation for +15min prior to course start to check tech. All discussed, agreed on final amount and review period.

DA in another section made a recommendation to explore virtual classroom timings of 15:30 or 18:00, around teacher availability and CPD time.

ACTIONS

- a) Tutor rate of £100.00 for delivery of online SCO course, to be reviewed after 6 months (May/june 2022).
- b) **CP** - to add details to new 2021 SCO tutor agreement document prior to distribution.

2) SCO Tutor Re/Appointment, Email & Training Day

Currently 12 tutors listed. To aid tutor application paperwork compliance, BK suggested a 2 week window for submission and training date/location only released to aspirant tutors who completed all requirements. RG highlighted caution around aspirant applicant assuming of training invite automatically equalling their appointment. Option to advertise role vacancy to wider audience and channels to reach discussed, BK through social media and targeted posts, DA through OEAP channels. All decided best to wait until number of reappointments known. General consensus was for quality over quantity, allowing tutor growth through more frequent delivery of courses. CS aiming to run a single training day, options discussed if some tutors could not make that date.

ACTIONS

- c) **BK** – to help **CP** with email wording.
- d) **??** – Other documents to be updated and pooled
- e) **CP** - to distribute reappointment email and documents ASAP



3) SCO Membership, 3 Year Refresher & New Candidate Outreach

Currently SCO candidates gain free SE membership upon completion of the course, renewed manually each year. Discussed and all agreed this to continue, options to reach older candidates who didn't register fully discussed and most avenues already explored.

Requirement from Evolve of a 3 year refresher to one member highlighted. DA gave explanation and walk through of Evolve, possibility for outreach via the platform discussed. DA also highlighted OEAP meetings and all discussed potential to drop in to highlight benefits and accessibility of the course.

Benefits and reasons for adding a 3 year SCO refresher discussed, all agreed a positive step forward. Every current SCO member would be considered 'year 0' for this renewal period, meaning a refresher due by Oct 2024. For all new successful candidates the 3 year requirement would start from completion of their respective course.

Refresher can take the form of either: i) attending the virtual classroom only @ £55/pp, or, ii) attending either the online or classic face to face course in full.

Info on changes must be distributed to current SCO members and updated on the SE website.

ACTIONS

- f) **CP** – to email current SCO members regarding new 3 year refresher requirement and options.
- g) **CS?** - to help draft updates for the SCO page of the website.
- h) **CS/DA** – Explore options for SE presence at OEAP conference.

4) The JR Course & Modifications To Future SCO F2F Course Setup

Details of the JR course and potential routes of action discussed, all decided more info required from JR to proceed.

Previous and current routes to classic SCO course requests/organisation discussed, many grey areas and logistical challenges. Options for routes to bring organisation fully in house discussed, CP highlighted extra demands on office staff might be unfeasible, also financial loss with refunds (combined Sport80 + Stripe fees).

Links and benefits of tour operators' engagement with the classic SCO course discussed. Feedback from SCO online pilot asked to highlight other possible accredited options for tour operators beyond ATOL/ABTA.

TF – potential for a 'supporting tour operator' slide to be added to the online SCO course.

2 routes highlighted for future organisational flow; i) Tour operator request – straight to office, course organised and tour operator billed directly. ii) Request by 3rd party to tutor – tutor brings request to office, office centrally organise the whole course. Minimum numbers for classic course estimated at 4 or more, with anticipated cost of circa £150.00/pp.

Lead times required for setup:
With candidates = 4 weeks
Without candidates = 6-8 weeks

For both options if minimum numbers for a classic course are not met, then candidates will be moved to an online SCO course and refunded the cost difference. All would need to go into course T's & C's. All changes

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and updates to be explicitly highlighted to tutors attending the training day.

Question of SSW and course organisation discussed. Agreed a commission likely required and to explore further for both online and classic courses.

ACTIONS

- i) **CP** – To contact JR and update
 - j) **CS/DA** – To explore/update SCO online with relation to tour operator accreditation beyond ATOL/ABTA.
 - k) **CP** – to decide if making all classic SCO courses centrally organised is viable with current staff resources – decision ASAP.
 - l) **??** - Updates and course organisation flow chart added to tutor agreement.
 - m) **CS** – To make sure updates fed into training day content.
 - n) **TF/RG** – to contact Robin at SSW regarding SCO courses.
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5) ASCL & Brexit

3 courses set to run, 1 in Austria and 1 in Italy.

CE – Italy likely to approve temp/short term work visa/permit, should be good to go pending Interski's wishes on organised courses. Austria unlikely to change stance and options should be explored.

CP – to check with Interski regarding ASCL courses on **Friday 24th Sept 21**

CS – Highlighted the substantial outlay by the organiser of the Austrian course, all discussed and agreed contact to be made with possible options. Possibility of using a suitable Austrian Resident/EU citizen to deliver/co-deliver, budget requirements and feasibility discussed.

ACTIONS

- o) **CS** – to contact organiser of Austrian course and discuss options. **TF** to follow up if required.
 - p) **CS** – to look at suitable Austrian resident/EU citizens able to facilitate the course.
 - q) **CP** - to contact Interski regarding courses in Italy on 24/9/21 and update.
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6) AOB

CS – Uniforms for online SCO course delivery. TF agreed to provide 1x SE branded polo per tutor/

ACTIONS

- r) **CS** - to provide **TF** with list of online SCO tutors and polo shirt sizes.
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