



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
5th September 2014 at Staffordshire Council Staff Club, Stafford

1. Present

Nigel Ball	(NB)	Training Officer
Lee Paskin	(LP)	ALO Northern Panel
Dena Proctor	(DP)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Mary Wilde	(MW)	Training Administrator
Gill Jordan	(GJ)	Administrative assistant
Stephan Natynczuk	(SN)	ALO Southern Panel
Vaisey Bramley	(VB)	ALO South Wales Panel

Meeting commenced at 10.34 am

Apologies for Absence

Barry Albut (BA) Military Panel

2. Minutes of the Last Meeting

LP proposed, seconded by DP, that the minutes of the last meeting be accepted as a true record.

3. Action Register and Matters Arising.

No	Action	Who	By	Done
29/04/2013				
085	NB to raise issue of panel minutes ratification process at next TC. Update 02/02/2014 was not discussed at TC. Will add to next agenda Update 12/05/2014 Update 05/09/14 Executive has stated that panel minutes MUST be ratified	NB To be discussed	Next TC	Discharged
088	ALOs to ensure revalidation and TA workshop dates are emailed direct to MW rather than notified via panel minutes. Discussion. About how the rota is run. Send note again about what I need. Update 07/10/2013 MW said this is still not always done, sent in a timely manner or with the necessary information. She is to issue a note (again) to ALOs to specify what is required. Update 02/02/2014 See agenda item 11. Update : 05/09/14 Action completed. MW has notified all concerned parties (ALOS). Some people are still not complying, but there is improvement.	MW	ASAP	
07/10/2013				
089	MW to shred any insurance documents held Update 02/02/2014 Done	MW	ASAP	Discharged
090	MW to add to the next TC agenda the question "Should CIC	MW	Next TC	Discharged



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	TAs be able to sign off caves for LCMLAs that are out of area". Update 02/02/2014 Done			
091	NB to feed back to the TC that the NCP meeting attendees were extremely unhappy that the wording had been changed and proposed the version 3 of the Technical Advisors Guidelines be reinstated.	NB	Next TC	Discharged
	Update 02/02/2014 See agenda item 14.			
091	MW to process the probationary TA paperwork for a new TAs Update 02/02/2014 Done	MW	ASAP	Discharged
092	MW to circulate any panel meeting minutes received to all ALOs on an ongoing basis Update 02/02/2014 Done	MW	As and when	Discharged
093	MW to update the PLOW card and add this and as an agenda item for the next TC meeting. Update 02/02/2014 Ongoing Update 05/09/14 : PLOWs have been updated and sent out. It was agreed that they will also be distributed to certain retail outlets by LP, SN and NB.	MW	Next TC	Discharged
094	MW to request permission from the secretary to add the mines terms document to the training downloads area of the website Update 02/02/2014 Pending 'go live' for new website. Update 05/09/14 : MW has attempted to do this by contacting the BCA secretary and the Publications Officer. There has been no response to date.	MW	Next meeting	On going
095	MW to add "revalidation of L2 LCMLA via CIC training" to the next TC agenda Update 02/02/2014 Done	MW	Next TC	Discharged
03/02/2014				
096	MW to process two probationary TA applications from Southern England	MW	ASAP	Discharged
097	MW to implement the revised LCMLA revalidation admin process	MW	01/04/2014	Discharged
098	MW to introduce the date notification form Update 05/09/14: Done	MW	ASAP	Discharged
099	MW to notify ALOs as to which panels were due to run TA workshops in 2014.	MW	ASAP	Discharged
100	MW to email whom it may concern that the training assessment guidelines be reverted to draft form. Update 05/09/14 : It was decided at last TC that Draft 4 would be accepted and sent to Executive for ratification.	MW	ASAP	Ongoing
101	MW To share information she has on deferments and fails to TA workshops (with anonymity) for discussion and moderation purposes. MW to email relevant information to TA workshops and NCP. Review in 12 months time. Update 05/09/14 : MW did this immediately. This issue will be discussed by panels and at TA workshops.	MW	ASAP	Ongoing
05/09/14				
102	NB to ensure that SUI revalidation issue to be included on the agenda for the next NCP meeting.	NB	Next meeting	Ongoing
103	NB To produce a paper re the process of applications for new	NB	ASAP	Ongoing



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	TAs and distribute BEFORE the next meeting.			
104	To ensure that the TA issue be on the agenda for the next NCP meeting. (see agenda item 5)	NB	Next meeting	ongoing
105	To include discussion about agenda item 13 (Number of Clients on a Module 4 Assessment) at TA workshops	NB	Next TA workshops	ongoing

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4. Training Committee Report (DP)

DP : BCA insurance is in place.

MW : Still has no information to give out to people.

DP : Suggested that interested parties ring Perkins Slade direct re.this matter.

DP: Training grants. Eldon Pothole club given £150 pounds.

Concern was expressed about the decision making process, in that decisions made by NCP are overturned at TC.

Item 8 on the TC report should be amended to indicate that for candidates with little experience, courses MAY be longer, at the discretion of the TAs.

(It was agreed that TC should review the wording in its structure.)

The Moderation Process: This was presented by **NB**.

DP : Can the moderation papers be presented with the agenda or sent out with the minutes?

Rewrite of LCLMA scheme: TC decided that this should not be done on a voluntary basis.

LP expressed disappointment that BCA was not willing to fund its own training scheme.

DP agreed that the rewrite of the scheme needs to be funded.

LP asked who the moderators are.

NB explained that he is currently the only moderator, but that more people will become moderators as the scheme develops. One moderation has taken place to date.

SN asked how feedback is given to those being moderated.

LP stated that the moderation process needs to be as fair and transparent as possible. Regarding future moderators, clear criteria need to be established for the appointment of future moderators.

SN : SUI moderation- is SUI moderation taking place?

NB: Has been to Northern Ireland to see SUI in action. He explained the differences between awards in Ireland and GB.

LP pointed out that SUIs currently do not need to revalidate.

General discussion took place regarding this issue. It was suggested by **DB** that the BCA award for SUI be issued with a five year life.



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DP: suggested that a £75 fee be issued with applications for renewal of the award for SUI candidates.

SN suggested that SUI candidates join the revalidation scheme.

NB pointed out that SUI candidates may not necessarily operate in this country but may want to achieve a CIC.

LP stated that it is unfair that SUIs do not need to revalidate.

NB stated that revalidation could take place, but in a different manner.

5. New TAs

LP stated that three new TAs are in process. He also asked for clarification re the application process for new TAs.

NB stated that Training Committee currently have no processes in place and that NB will put together a paper re the process of applications. (see action register)

DB proposed that the TA issue be an agenda item for the next meeting.

6. Exemption Ratifications

NB has received two applications

1. Joining together moderations 2 (and 4 assessments)
2. To bypass Level 1 training, go to Level 2 and be assessed on both levels. Permission was given for this.

7. Hot topics from Trainer/Assessor workshops

MW : raised the topic of failed deferments

NB We need to discuss what is being written in the comments section, 4B for training and also for the Section 4B for assessment.

MW pointed out that there are dramatic differences from form to form. This lack of consistency may impact upon candidates re future employers/employment.

NB stated that forms/paperwork should contain an action plan for improvement/development.

8. Regional Panel Matters Arising

VB South Wales : Waiting for the ratification of minutes. A representative is still not in place.

DP North Wales : None

DB Derbyshire : Commented on the lack of attendees.



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NB Commented that a member was suspended but then attended the meeting.

LP Northern Panel : 'Feels the requirement to attend a panel meeting per year the best way to ensure local currency of Trainers / Assessors and this should be reinstated nationally, to help ensure the current operation of the Local Scheme'.

Re the rock fall in Goyden Pot – alternative routes were formulated. Training Officer to be informed. This will happen when minutes are sent out.

SN Southern Panel : Raised local access as an issue.

9. Length of Level 2 Award Validity

NB Proposed that Level 2 revalidation be every three years to ensure that skills are up to date.

DP Asked what evidence is there to suggest that Level 2 skills diminish after 5 years.

NB stated that he has seen evidence of this during his observations and has noted that there is more work going on at Level 1 than at Level 2.

MW Questioned if it is worth looking at Level 2 section 4Bs comments.

It was agreed generally that this would be a good idea.

NB suggested that each region should have a section on the website to report any problems/ rock falls, access or safety issues, skills fade etc.. This would be a relevant topic for TA workshops.

10. Local Mine Leader award in Cornwall.

DB Candidates in this area may require assessment – how will this happen? TAs need to be experienced in mines that are metaliferous eg in Cornwall. A group day is needed in Cornwall. Is there a suitable venue? Condurrou mine near Redruth is likely to be fit for purpose.

SN Will raise this issue with the panel. Will suggest a panel meeting in Condurrou mine. SN will place this item on the next panel agenda. Will also contact DB when information has been collected.

(Item 12 was discussed before item 11 on the agenda) GJ

12. Content of Mine Leader Award- Regional or nationwide?

NB Should this award be locally focussed or more of an overall view/focus?

DB stated that his delivery is standard. He does refer briefly to different regions, though not in depth.

NB Shouldn't training be more widely focussed and more generic?



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DP In NW candidates tend to stay local, though I do encourage them to gain experience out of the area.

It was agreed through general discussion that courses should be a mix of specific and generic.

11. Training Committee's Self Review

NB distributed a diagram showing the current structure of Training Committee. It also showed non or infrequent attendees. **NB** pointed out that non-attendees do submit papers. **TC** makes recommendations which very rarely progress after submission to the Council.

NB proposed a new structure for TC. This was split into recreational and cave leader training boards. This issue will be discussed at the next TC meeting.

MW and DP both felt that it was important that the training sector and the recreational sector should not feel alienated from each other.

DP suggested that there be one rep from recreational caving to sit on the board.

General discussion took place regarding the structure of the training committee.

DB stated that if BCA executive are not happy with the proposed structure could we not return to the structure that was in place several years ago?

13. Number of clients on a Module 4 Assessment.

NB There are currently 4 people as a minimum with the recommendation that 4 people is also the maximum. Should clients be asked about this as part of their assessment?

DP It all depends on the venue and the type of client.

LP It is important that there is a group. For instance, a client may turn up with just one person.

NB Some of the more demanding sites in the dales could be assessed with two people.

DP Clients do sometimes find getting groups together quite difficult. Often people turn up with friends. We need to be flexible, though it is important that the groups are comprised of novices if possible.

NB Appropriate size of group for each particular trip is important.

MW Could this be another topic for TA workshops?

VB Planning of the trip beforehand with the candidate and negotiating about group sizes etc..is important and part of the assessment. Communication prior to the trip, is key.

DB This is an issue for TA workshops. (See action register).



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14. National Award for children who cave.

NB Distributed Wellington School Caving Achievement Scheme. He asked if someone could take this on as a project to create a BCA scheme for children.

SN Stated that he would be willing to do this. He will then forward to BCA to use.

15. AOB

SN DEFRA do not regard adventure training in caves on CROW (Access Land) as a commercial activity. This will be discussed at TC.

DB Proposed to set a review date for non attendance at panel meetings. Review will take place at NCP meeting after January 2016 to assess the impact of non attendance over a year.

LP Suggested a 3 yearly rotation of ALOs.

16. Items for the next BCA Newsletter (MW)

None.

17. Dates of next meetings

NCP 03/02/15 10.00

NCP 28/04/15 10.00

The meeting closed at 14.37