



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 9th March 2017 at the British Caving Library

1. Present

Graham Mollard	(GM)	Chair QMC
Nigel Ball	(NB)	Training Officer
Gethin Thomas	(GT)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Rich Hill	(RH)	ALO South Wales Panel
David Hollingham	(DH)	AHOEC
Gary Chekanski	(GC)	JSMT
Mary Wilde	(MW)	Training Administrator

Apologies

Stephan Natynczuk	(SN)	ALO Southern Panel
Nick Williams	(NW)	E&T Council Rep
Phil Baker	(PB)	CIC Chairman

- Abbreviations**
- T/A *Trainer Assessor*
 - T/Adv *Technical Advisor*
 - TC *Training Committee*
 - QMC *British Caving Association Qualification Management Committee (previously NCP)*

Meeting commenced at 10:30 am.

2. Action Register and Matters Arising.

The minutes of the last meeting were accepted as a true record. Proposed by RH, seconded by GM.

Action Register

No	Action	Who	By	Done
	03/02/15			
106	The NCP propose that the LCMLA Handbook be rewritten as a slimmer version and this will be their recommendation to the next TC Update 28/04/15 NB: This has been discussed at TC. Gary Evans has access to funding and he may be willing to write it. Update 15/12/2015 it was agreed to take a modular approach Update 24/11/2016 L1 ropework nearly complete. L2 rope work and Geology commenced.	Various	Ongoing	Ongoing



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	Update 09/03/2017 Ongoing			
	28/04/15			
113	Produce Caving Award for Children document. Update 03/03/2016 No progress SN not present. Update 24/11/2016 SN working with Mel Sugden on this. Update 09/03/2017 Ongoing	SN/MS	ASAP	
115	NCP to rewrite the LCLMA syllabus to include tyroleans. Update 15/12/2015 Discussed but no conclusion drawn Update 24/11/2016 Much work carried out but a few changes to be made Update 09/03/2017 Acknowledged that this is a good document and training resource.	GT	ASAP	Ongoing
116	Modularisation of LCML syllabus. Update 24/11/2016 Ongoing Update 09/03/2017 Ongoing	NB	ASAP	Ongoing
	03/03/2016			
130	MW to set up the new T/A probationary period regime and also to provide a list of current probationary T/As. Update 20/05/2016 Change notice raised 0 awaiting sign off Update 24/11/2016 original action complete but asked to include details of how to access course info for probationary T/As. Update 09/03/2017 Completed	MW	ASAP	Discharged.
	23/09/2016			
131	DB to work with JC and CJ on Cornwall mines training. Update 24/11/2016 NW has contacts in Cornwall and will work with DB Update 09/03/2017 Ongoing	DB / NW		Ongoing
132	MW to document the process for regaining a CIC award Update 24/22/2016 MW clarified who needs to authorise this and will complete the action. Update 09/03/2017 Further clarification required following CIC panel meeting. Resolved as QMC. MW will now complete action.	MW	ASAP	Ongoing
	24/11/2016			
137	MW to ensure CIC report is put on the standing agenda for QMC Update 09/03/2017 Completed	MW	Next Meeting	Discharged.
138	GM to take the new proposal on membership to the BCA council Update 09/03/2017 Ongoing	GM	Next Council meeting in January.	Active



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139	MW to update and issue a further version of the Disciplinary document Update 09/03/2017 Completed	MW	ASAP	Discharged.
140	MW to update and issue a further version of the Terms Of Employment document Update 09/03/2017 Completed	MW	ASAP	Discharged
141	MW to implement the new charges from 01/01/2017. Update 09/03/2017 Completed	MW	ASAP	Discharged
142	MW to complete the paperwork for the new T/A Update 09/03/2017 Completed	MW	ASAP	Discharged
143	MW to implement CIC modules 1 and 2 to restart the clock for L2 LCMLAs Update 09/03/2017 Completed	MW	ASAP	Discharged
144	DB to circulate the document on National Trust access charges.	DB	Next Meeting	Active
09/03/2017				
145	MW to include training figures in the CIC stats before each CIC panel meeting	MW	Next Meeting	Active
146	MW to issue an update covering renaming of revalidation workshops (CIC and LCMLA) CSR process and the CIC scoring system	MW	ASAP	Active
147	MW to notify TA about TA Workshop Expenses	MW	ASAP	Active
148	MW to add email addresses to dates form.	MW	ASAP	Active
149	MW to write to the TA regarding reinstatement	MW	ASAP	Active
150	GM to write to NCS to raise concerns re impact and safety.	GM	Next Meeting	Active
151	GM to send incident reporting form to MW for checking	GM	ASAP	Active
152	MW to place the incident reporting form on the website	MW	ASAP	Active

Matters Arising

3.1 Update on TAHDAH.

GM outlined the background for the new attendees. Negotiations are still ongoing with the BCA Executive.

3.2 Structure.



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GM wants power and responsibility to be granted to QMC. It was proposed at the AGM that the QMC be the management body for professional caving schemes. Some issues have been addressed and GM is optimistic that the QMC will become a working group.

3.3 Contact of Employment

Council approved in principal to engage a solicitor to draw up a contact of employment (to protect Technical Advisors).

3.4 Constitutional Changes

The next council meeting is on the 25th at which a decision will be made on which constitutional changes will be tabled at the AGM that relate to the above points

4. CIC Report

RH delivered the report on behalf of PB.

4.1 The contents of a CSR were clarified at the CIC panel meeting and are slightly different to those which had been documented by MW.

4.2 It was agreed to go ahead with the name change from Revalidation Workshops to CIC Updates by the end of March (we were waiting for the implementation of Tahdah). This will also apply to LCMLA.

4.3 A discussion about CIC charges took place with the aim of generating more income. The conclusion was that nothing more can be done at present. Reduction of costs to CICs by renegotiating insurance was ruled out as savings would only be likely if everyone agreed to sign up to the same policy

4.4 MW said she would produce CIC stats including training stats in advance as long as the date was agreed in advance too.

4.5 It was agreed that any challenges regarding assessments must be handled in accordance with the Disciplinary Policy. The escalation route will be Lead Assessor or CIC chair, then QMC.

4.6 The Tyroleans document had been accepted by the QMC. GM thanked GT for his excellent work on this. It is currently specific to North Wales but there is the possibility of developing it as new module. GM suggested that a version for CICs be drawn up in liaison with GT. After some discussion it was agreed to give the CIC panel remit to develop a Tyrolean training course encompassing what TAs need to know.



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4.7 The CIC panel highlighted an issue with the points system for CIC assessment. This was resolved by the panel but a note needs to be issued to all CICS. MW asked what scores must be achieved for days 1 and 2 in order to revalidate a Level 2 LCMLA – this will be a 3 at each.

4.8 MW will issue an update for all CIC regarding renaming revalidation workshops, CSR process and the CIC Scoring system.

5. Terms of Employment. (GM)

This was covered during matters arising.

6. L2 Rope Work (GM)

GM is to start the L2 ropework document. The L1 document needs a cover. RH said that the document has been updated. There was a lot of good feedback from a TA workshop. GT can draw up diagrams if requested. Some diagrams of knots are required and consistency is important regarding the names of knots.

7. Weather and flooding Document – Refresh (GM)

GM asked if we need to refresh the Weather and Flooding document but that meeting was happy that nothing needs to be changed at present.

8. TA Workshops Content (GM)

A discuss took place regarding the contents of these workshops. RH expressed concern that there was no report or feedback available. The next workshops should include

- Moderation.
- Taught rope rescue
- traverse line rescue
- Geology – minimum level needed at LCL and added extras that would result in “top marks”

9. TA Workshop Expenses (MW)

MW asked on behalf of one TA whether the TA workshop leader should be able to claim expenses. It was agreed that this would be OK – on the same basis as revalidation workshops.

(Workshop directors may claim up to £50 in expenses for items such as room hire and refreshments but not transport. All expenses must be initially paid by the TA and receipts submitted with their invoice to the Training Administrator).



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10. Dates form and course IDs (MW/NB)

MW highlighted the ongoing problems that arise from use of the dates form. Some people use it all the time, others always forget. After some discussion the only improvement proposed was to add the email addresses to which the form must be sent to the form itself. MW will do this

11. HSE & Mines used by groups. (DB)

It was agreed that nothing was needed to be addressed at present

12. TAs – New, Changed, Resigned.

Two TAs have resigned, one being a full status TA.

A discussion on the minimum prerequisites for becoming a TA took place, such as the length of time their CIC has been held and whether other qualification would contribute.

13. CIC – L2 Revalidation via part assessment (MW)

Covered in the CIC report

14. AOB

14.1 Matters Arising From Panel Reports

RH South Wales – Martin Jackson's S4B form does not have a place for the course ID. MW will resolve that. FoD sites need a review as some sites no longer have access.

DB Derbyshire - Masson Mine has been added to the site list. GM needs to offer a revalidation date for spring 2018. Concerns were raised over the numbers of people taking part in NCS courses - 18 on a recent trip to Garlands. These may have safety as well as access and conservation issues. It was proposed that GM write a letter to highlight our concerns to the appropriate body.

GT North Wales – the panel is positive in general regarding what the QMC is doing. Some radon levels have been found to be high and dose meters may be introduced. Some mines inspections are being carried out at the end of the month. There has been one near miss involving the use of rubber pipe to protect a rope. Rather than threading the pipe onto the rope it was split and pushed onto the rope. This resulted in someone clipping a cows-tail to the pipe and not the rope.



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GC JSMT - Nothing major to report. Dose meters are in use and they are currently looking at a waterproof model. There is an access issue regarding Calf Holes - the owner does not want the site to be used with groups. GM may visit the owner to discuss the issue.

GM Northern Panel – GM has resigned following a very unpleasant panel meeting. .

14.2 Incident reporting form.

GM asked MW to check the incident reporting form and make it available to all TAs and on the website. It will also be on the QMC agenda at the next meeting.

14.3 GM attended the HSE consultation on future of AALS but nothing to report.

14.4 TA Fees and Penalties.

Note this was actually discussed at the beginning of the meeting.

A discussion took place regarding the suspension of one TA and how long that suspension would last. GT said that the penalty should be documented of the TA agreement. After a confusing set of proposals and amendments, the proposal on the floor was that for the present TA to be reinstated, the full fee and penalty must be paid within 14 days of a final demand being sent. Next year the penalty will be 12 months and this information included on the TA agreement. This proposal was carried by 4 votes to 1. MW will arrange the paperwork.

14.5 In house Training and Assessment

A discussion took place regarding in house training and assessment. It was agreed that this was not appropriate. The consensus was that training could take place but assessments must be done external T/As. This was agreed.

15. The next meeting will be on Monday 12th June at the Caving Library.

Meeting closed at 15.00