



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 26<sup>th</sup> February 2018 at the British Caving Library

## 1. Present

Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel
David Hollingham	(DH)	AHOEC
Mary Wilde	(MW)	Training Administrator
Stephan Natynczuk	(SN)	ALO Southern Panel
Phil Baker	(PB)	CIC Chairman
Dave Baines	(DB)	ALO Derbyshire Panel
Tom Peacock	(TP)	Northern Panel Rep
Juliet Parker-Smith	(J P-S)	CIC Panel Rep
Nigel Atkins	(NA)	Training Committee Rep
Andy Eavis	(AE)	BCA Chair and Exec Rep

### Apologies

Nick Williams	(NW)	BCA Secretary
Tony Radmall	(TR)	ASCT

### **Abbreviations**

**T/A** *Trainer Assessor*

**T/Adv** *Technical Advisor*

**TC** *Training Committee*

**QMC** *British Caving Association Qualification Management Committee (previously NCP)*

Meeting commenced at 10:35 am.

## 2. Action Register and Matters Arising.

### Action Register

The action register was updated.

No	Action	Who	By	Done
	<b>03/02/15</b>			
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	Various	Ongoing	Discharged.  (handbook on next agenda)



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	<p>Update 24/11/2016 L1 ropework nearly complete. L2 rope work and Geology commenced.</p> <p>Update 12/06/2017 Ongoing</p> <p>Update 25/09/2017 Index to be added and then it can be published. Thanks to RH for his work on this document.</p> <p><b>Update 26/02/2018 This action is about creating training resources rather than rewriting the handbook and will be discussed at the next meeting under an agenda item.</b></p>			
	<b>28/04/5</b>			
<b>113</b>	<p>Produce Caving Award for Children document.</p> <p>Update 03/03/2016 No progress SN not present.</p> <p>Update 24/11/2016 SN working with Mel Sugden on this.</p> <p>Update 12/06/2017 GM to put SN in touch with MS</p> <p>Update 25/09/2017 No progress</p> <p><b>Update 26/02/2018. It was agreed that this should be addressed by the recreational training committee. SN will send any relevant documents to NA</b></p>	<b>SN</b>	ASAP	Discharged.
<b>115</b>	<p>NCP to rewrite the LCLMA syllabus to include Tyroleans.</p> <p>Update 15/12/2015 Discussed but no conclusion drawn</p> <p>Update 24/11/2016 Much work carried out but a few changes to be made</p> <p>Update 09/03/2017 Acknowledged that this is a good document and training resource.</p> <p>Update 12/06/2017 RH has improved photos. GM asked for volunteer to produce draft doc on risk assessment, risk management and hazards. J P-S volunteered.</p> <p>Update 22/09/2017 Cover picture needs to mirror 'weather and flooding' style. This will be a separate module available to LMCLA L2 or CIC.</p> <p><b>Update 26/02/2018. Feedback is required on the current documents. MW needs a list of people who are accredited to deliver the Tyrolean module. Adding this module will attract an admin fee as a new certificate will be produced.</b></p>	<b>All</b>	ASAP	Ongoing
<b>116</b>	<p>Modularisation of LCML syllabus.</p> <p>Update 25/09/2016 Ongoing.</p> <p><b>Update 26/02/2018. No update</b></p>	<b>NB</b>	ASAP	Ongoing
	<b>23/09/2016</b>			
<b>131</b>	<p><b>DB</b> to work with JC and CJ on Cornwall mines training.</p> <p>Update 24/11/2016 NW has contacts in Cornwall and will work with DB</p> <p>Update 12/06/2017 No update</p> <p>Update 25/09/2017 DB CJ and JC taking this on. DB to contact Nick Williams to progress.</p> <p><b>Update 26/02/2018. No progress</b></p>	<b>DB / NW</b>		Ongoing



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	<b>24/11/2016</b>			
<b>138</b>	GM to take the new proposal on membership to the BCA council. Update 12/06/2017 Covered as agenda item. Update 25/09/2017 No direct progress but permit issue has arisen. CNCC do not recognise QMC so wont issues permits. AE to write to CNCC. J P-S again raised SW access issue. <b>Update 26/02/2018. Covered by agenda item</b>	<b>GM</b>	ASAP	Ongoing
<b>09/03/2017</b>				
<b>150</b>	GM to write to NCS to raise concerns re impact and safety. Update 25/09/2017 Done but no response. <b>Update 26/02/2018. Discharged – no further action</b>	<b>GM</b>	Next Meeting	Discharged
<b>12/06/2017</b>				
<b>153</b>	GM to circulate L2 ropework document Update 25/09/2017 Documented has been started and will be shared. <b>Update 26/02/2018. Covered by agenda item</b>	<b>GM</b>	ASAP	Active
<b>156</b>	GM to create role descriptions for QMC officers Update 25/09/2017 covered in agenda <b>Update 26/02/2018. Covered by agenda item</b>	<b>PB</b>	ASAP	Active
<b>157</b>	MW to pull together a list of issues to be resolved before compulsory membership is introduced Update 25/09/2017 Some input but on hold pending admins system finalisation. <b>Update 26/02/2018. Covered by agenda item</b>	<b>MW</b>	ASAP	Active
<b>159</b>	MW to raise a change notice regarding moderation/T/A workshops/peer to peer Update 25/09/2017 covered in agenda <b>Update 26/02/2018. Covered by agenda item</b>	<b>MW</b>	Before 01/01/2018	Active
<b>160</b>	RH will draft a note on 'cic pre-assessment day' for PB Update 25/09/2017 to be discuss at CIC meeting 26/09 <b>Update 26/02/2018. Ongoing</b>	<b>RH</b>	Before next meeting	Active
<b>164</b>	MW to raise a change notice on cows tails Update 25/09/2017 wording to be altered to reflect that it applies when acting as an instructor. <b>Update 26/02/2018. Complete.</b>	<b>MW</b>	ASAP	Discharged.
<b>165</b>	GT is to draft a candidate feedback form. Update 25/09/2017. Form issued. BCA logo to be added. Questions to be refined and trialled for a year. Note that output will be anonymous. <b>Update 26/02/2018. In progress. Will need to be added to the TA agreement</b>	<b>GT</b>	Next meeting	Active
<b>25/09/2017</b>				



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166	PB will send the CIC scoring scheme to MW to circulate to all QMC members. Update 26/02/2018. Complete	PB/MW	ASAP	Discharged.
167	All to send feedback on the chair job description to PB Update 26/02/2018. Ongoing	ALL	Before next meeting	Active
168	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. Update 26/02/2018. Ongoing	MW/PB	Before next meeting	Active
169	SN to send update dates to MW urgently Update 26/02/2018. Complete	SN	ASAP	Discharged
170	GM is to create a note for T/As on the issue of changing venues for assessment Update 26/02/2018. Covered under change noticed agenda item	GM	ASAP	Discharged.
171	J P-S to write to the council again on the topic of access Update 26/02/2018. ongoing	J P-S	ASAP	Active
172	AE to write to the CNCC/landowner regarding permits Update 26/02/2018. Ongoing	AE	ASAP	Active
<b>6/12/2017 – Special QMC Meeting</b>				
S001	PB Provide the AHOEC report to circulate with these minutes Update 26/02/2018. Covered under agenda	PB	ASAP	Active
S002	Outline of an entry level award to be discuss at the next QMC Update 26/02/2018. Covered under agenda	PB/MW	Next meeting	Active
S003	MW to send out the minutes of the last N Panel meeting with a request for a new ALO to be elected. Update 26/02/2018. Completed	MW	ASAP	Discharged
S004	MW to issue a list of activities that must be picked up between now and the next QMC Update 26/02/2018. Completed	MW	ASAP	Discharged.
<b>26/02/2018</b>				
173	AE to issue statement from Council of QMC and TC structure	AE	ASAP	Active
174	MW to ensure Council meeting minutes are sent to all QMC	MW	Next Meeting	Active
175	PB to update QMC Chair role document and MW to circulate. All to provide feedback.	PB/MW All	ASAP	Active
176	MW to add discipline document to next QMC agenda	MW	Next Meeting	Active
177	DB/J P-S create a discussion document on L1 basic	DB/J P-S	Next Meeting	Active
178	DB to set up a statement on L2 training restarting the L1 clock.	DB	ASAP	Active
179	MW to notify T/As about the T/A workshops this year once TP and SN give her the dates.	MW	ASAP	Active



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180	All to feedback to GT on change notices and format by 26 <sup>th</sup> March	All	26 <sup>th</sup> March	Active
181	MW to implement new CSR form and process	MW	ASAP	Active
182	MW to write to T/As who have been accepted as probationers etc.	MW	ASAP	Active
183	MW to write to candidate who requested LCMLA exemption	MW	ASAP	Active
184	MW to issue change regarding OOA sites	MW	ASAP	Active
185	AE to take back comments on Admins system to Council	AE	ASAP	Active
186	MW to create and issue updated S4Bs	MW	ASAP	Active

### **3. Minutes of the Last Meeting**

RH proposed that the minutes dated 25<sup>th</sup> September 2017 were a true record, seconded by DB

PB proposed that the minutes dated 6<sup>th</sup> December 2017 were a true record, seconded by DB

### **4. Special item. recreational training representation at QMC (15 mins limit)**

NA explained that he had been under the impression that he was taking on the role of Training Officer for both recreations and professional training. However communication appears to have failed in various quarters and the QMC were under the impression NA was training officer for recreational training only due to BCA minutes/item in Descent stating this. It was noted that some confusion had arisen due to the continuing use of the title 'Training Officer' and that a different title such as Recreational Training Officer or Sport Training Officer. There was a majority agreement that this should be a recommendation to BCA Council as there is no need for a TO for the award schemes as this is function of QMC/Chair.

It was agreed that the Sport/Recreational Training Officer could sit on the QMC and have a vote

AE agreed to issue a statement from Council on the structure to this effect and membership of QMC and to make it clear that the QMC and Training Committee both report directly to Council.

**Recommendation to BCA Council** – the title of TO should be changed by appropriate means, to reflect the remit of the post and avoid confusion due to historical context

### **5. Expense form (standing item)**

The expenses form was circulated and completed.

### **6. Report from any BCA Council meetings (standing item)**

There was no formal report. SN asked for the BCA council Minutes to be circulated to all QMC members. MW will arrange for this to be done.

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## 7. Finance report (standing item)

**PB** circulated the treasurer's finance report covering the LCMLA and CIC Schemes. The financial position was better than anticipated. This report will now be produced at each QMC meeting. It was noted that point 5 in **Robin Weare's** report mentioned SRTs kits - which are fairly old now. Should they be shared between the QMC and TC? **Robin** had also noted that the number of registrations has declined steadily. **MW** added that this was partly due to the drop off on Military registrations.

## 8. LCMLA/CIC stats (Mary)

The stats were well received and as above the meeting felt this was very valuable information for the QMC.

## 9. CIC and Panel reports (standing item)

9.1 **PB CIC** - no report

9.2 **DB Derbyshire** – no report

9.3 **RH S Wales** – there have been rock falls in PyO. There is also a geocache in Ogof Clogwyn and a brief discussion took place about geocaches in caves.

9.4 **SN S England** – concerned about panel numbers following recent resignations. Many Southern leaders are opting for site specific qualifications rather than LCMLA.

9.5 **TP Northern England**. **Graham Derbyshire** has taken on the role of ALO and aims to get meetings back on course. He is also looking after mines inspections report.

9.6 **GT North Wales** - the panel had discussed L1 Rope work, Peer to Peer reviews and a potential L0 award. Guidance is needed with regarding to format and style for training resources documents.

## 10. QMC Chair role and process

**PB** circulated a document which listed the responsibilities of the QMC Chair drawn up in the past. He highlighted three categories –

- General responsibility of the QMC,
- Could be managed by a 'deputy' or allocated QMC members,
- Need to be allocated to the chair.

This was seen as a sensible way forward. **PB** will update the document and it will be circulated by **MW** for feedback within a week of issue. **GT** will carry out the role of deputy chair for now.

The discipline procedure will be added to the agenda for the next QMC as felt 'professional standards' was a more appropriate title.



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PB is unable to take on any more work at present.

**Decision Made. It was agreed that the role of Chair should be decided by interview process there will also be a Deputy Chair role. They will be three year terms and the holders could do more than one term if voted in again. The candidates must all be T/As and have been active on a BCA committee or group for at least two years.**

The recruitment process will be covered on the agenda of the next QMC

Training Resource documents were discussed at this point. RH will send the current L1 rope work document to GT. It was noted that the authors name should appear on the documented with acknowledged of the QMC. No personal websites should appear on these documents. Mel Sugden will attend the next QMC to present her work of the geology document. GT will co-ordinate these documents including style. RH will look at L2 ropework but not in the near future.

## **11. Level One – basic/advanced**

Concerns have been raised that L1 leaders are dropping out and having site specific assessments due to the prerequisites for updating their awards. It was felt that a basic level one could be created, from QMC 6/12/17/AHOEC workshop. This would involve standard training and L1 assessments but that at update they may only be required to do instructional days. But their certificate would only cover them for a restricted basic list of caves. DB and J-PS will format a discussion document on this but with only input from QMC members at this point.

## **12. L1 award – updated by Level 2 training**

MW raised the issue of confusion in the field as to whether L2 training updates an L1 award. The handbook does not list this as a way of restarting the clock and various letters are issued which specifically state that L2 training does not update and L1 award. The meeting discussed the reasons for and against this.

**DECISION MADE - that L2 training, Module 5 SRT and the new Tyrolean Module would now update an L1 award.**

DB agreed to formulate as statement to this effect which will form a change notice and also be issued on the website as an update to the handbook.

## **13. T/A agreement – Duty of care statement**

**DECISION MADE - that the wording be changed to “To follow the duty of care to the best of your ability and within the remit of your qualification” - Thus removing “to your clients and anyone else you encounter behaving in an unsafe or unacceptable manner”.**



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An issue was also raised regarding the incident reporting process. The change notice and form have been removed from the website whilst a review takes place.

## **14. Peer to peer process/review**

Due to the number of changes that have taken place it was decided to postpone the idea of peer to peer reviews for now. This year two T/A workshops will take place instead. The Northern England Panel will run one in the North during May and the Southern England panel will run one in the South in October. **MW** will email all the T/As about this.

## **15. Change notices**

GT reviewed a selection of change notices and proposed a new format which would explain why the change was taking place. Also edited wording was proposed for some existing changes. The meeting was in favour of this and feedback on the changes must be passed to GT by 26<sup>th</sup> March. The change notices will then be reissued.

## **16. BCA membership type (as BCA T/A)**

T/As who pay via Training Admin are type DIM

## **17. CSR form**

A new form is being introduced to formalise the procedure whereby leader's awards have expired. **PB** updated the draft produced by **MW**. This will be passed to **MW** who will implement the new process.

## **18. T/As New, Resigned, Applied.**

Two T/As have resigned.

Three applications were accepted by the QMC and MW will issue the paperwork. They had already been approved by local panels and started the process.

It was then decided to pass the responsibility for approving new T/As back to the panels by a majority decision.

Two further applications were passed back to the Northern Panel.

## **19. Exemption from Assessment request**

An application for exemption from LCMLA was considered and partial exemption agreed. MW will issue the paperwork.

## **20. CIC Scoring System**

No action.





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## **21. Out Of Area Sites (CIC Training Updates, L2 Initial, if not done for UPD)**

**MW** asked for a decision on various aspects of out of area sites. For instance, there is no guidance for T/As where a candidate arrives at an update workshop without having previously gained OOA site authorisation. It was agreed that it is the responsibility of the candidate when

1. Attending an update workshop.
2. Passing at Level 2.
3. Updating via CIC training
4. Updating with L2 training, Mod 5 and Tyrolean.

## **22. RADON Guidelines**

Following the release of new RADON guidelines it was highlighted that different centres are taking different approaches. **PB** said that funding is available to allow the BCA to take part in a review. **RH J P-S and GT, DH** all part of Radon Working Group to take this forward with AHOEC/PICA and BCA. **PB** also suggested that **Pete Knight** should also be involved. **PB** will contact **NW** to discuss.

## **23 CNCC Access.**

A letter from CNCC asking for BCA QMC to work with them on access was received and seen as an extremely positive move. **DH and the Northern ALO** will attend the meeting to represent views of QMC. **PB** to contact CNCC to let them know arrangements for attendance.

## **24 Database**

This project is on hold due to issues regarding TAHDAH and questions over the suitability of the Northbridge solution. **MW** stated that although she is able to carry out her duties the current situation is not sustainable. The databases were flagged up as being outdated in 2009. Duplication of effort and errors result in lost time and poor service. With extreme reservations **MW** said that something needs to be done even if it is simply a rewrite of the databases. **AE** will take this back to Council

## **25 Membership**

**GM** produced a useful document regarding BCA membership. Would it be possible for T/As to form a club and join the BCA that way? A discussion took place regarding membership for all but it was decided that nothing should be done at present as all related to the Tahdah proposals. .

**MW** said that how T/A membership fees are collected must be clarified before November 2018 when she issues T/A invoices. At present some T/As renew via her and others don't. This is confusing and inefficient.

## **26 BCA QMC rep to BCA council 14th April.**

**SN** agreed to represent the QMC at the council meeting on 14<sup>th</sup> April. **PB** will write the QMC report  
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## **27 QMC Minutes**

It was agreed that the QMC minutes should be sent to all QMC members and go on the website.

## **28 Log Book Folders**

**MW** is nearly out of log book folders. **GT** has been looking at suppliers and whether smaller log book could be sourced to reduce postage costs. The meeting felt that an inferior quality log book folder should be rejected. It is anticipated that by the end of this week we will be in a position to place and order.

## **29 S4B wording.**

It was agreed at last meeting 6/12/17 that the S4B should be updated with a new field to record any weaknesses identified at update. **PB** produced this text which was agreed. In addition Sect 5s will state that employers should refer to S4Bs for such information.

**MW** will set up a new S4B and also make other changes that has been agreed (such as changing the wording from revalidation to update)

## **30 Date of Next Meeting**

The next meeting will take place on Monday 21<sup>st</sup> May at 10.30am at the Library.

The meeting closed at 15:40.