



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 12th June 2017 at the British Caving Library

1. Present

Graham Mollard	(GM)	Chair QMC
Nigel Ball	(NB)	ALO Northern England Panel
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

Apologies

Nick Williams	(NW)	E&T Council Rep
Dave Baines	(DB)	ALO Derbyshire Panel
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 10:30 am.

GM explained the Nigel Ball had taken over as ALO for Northern England.

2. Action Register and Matters Arising.

Action Register

The action register was updated.

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	Various	Ongoing	Ongoing



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	Update 24/11/2016 L1 ropework nearly complete. L2 rope work and Geology commenced. Update 12/06/2017 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 12/06/2017 GM to put SN in touch with MS	SN/MS	ASAP	Ongoing
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. 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.	GT J-PS	ASAP	Ongoing
116	Modularisation of LCML syllabus. Update 24/11/2016 Ongoing Update 12/06/2017 Ongoing	NB	ASAP	Ongoing
	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 12/06/2017 No update	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 at QMC. MW will now complete action. Update 12/06/2017 Complete	MW	ASAP	Discharged
	24/11/2016			
138	GM to take the new proposal on membership to the BCA council Update 12/06/2017 Covered as agenda item.	GM	ASAP	Ongoing
144	DB to circulate the document on National Trust access charges. Update 12/06/2017 No update	DB	Next Meeting	Ongoing
09/03/2017				
145	MW to include training figures in the CIC stats before each CIC panel meeting	MW	Next Meeting	Discharged



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	Update 12/06/2017 This is now in place.			
146	MW to issue an update covering renaming of revalidation workshops (CIC and LCMLA) CSR process and the CIC scoring system Update 12/06/2017 Complete	MW	ASAP	Discharged
147	MW to notify TA about TA Workshop Expenses Update 12/06/2017 Complete	MW	ASAP	Discharged
148	MW to add email addresses to dates form. Update 12/06/2017 Ongoing	MW	ASAP	Ongoing
149	MW to write to the TA regarding reinstatement Update 12/06/2017 Complete	MW	ASAP	Discharged
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 Update 12/06/2017 Complete	GM	ASAP	Discharged
152	MW to place the incident reporting form on the website Update 12/06/2017 MW to place on website and send to all T/As.	MW	ASAP	Ongoing
12/06/2017				
153	GM to circulate L2 ropework document	GM	ASAP	Active
155	MW to create a change notice regarding 'in house' training and assessment	MW	ASAP	Active
156	GM to create role descriptions for QMC officers	GM	ASAP	Active
157	MW to pull together a list of issues to be resolved before compulsory membership is introduced	MW	ASAP	Active
158	GM to check the position on insurance regarding action 157.	GM	ASAP	Active
159	MW to raise a change notice regarding moderation/T/A workshops/peer to peer	MW	Before 01/01/2018	Active
160	RH will draft a note on 'cic pre-assessment day' for PB	RH	Before next meeting	Active
161	RH to send me the abridged Descent article for Andy Eavis.	RH	ASAP	Active
162	MW to raise a change notice regarding update workshop rations	MW	ASAP	Active
163	MW to sort the paperwork for the new TA	MW	ASAP	Active
164	MW to raise a change notice on cows tails	MW	ASAP	Active
165	GT is to draft a candidate feedback form.	GT	Next meeting	Active



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A few comments were made about the minutes of the last meeting.

- **Contract Of Employment** - SN did not think there was an agreement in principal. GM clarified that it was agreed to get prices from a solicitor but then Council decided to use in house solicitors instead. In house solicitors felt it was not in their area of expertise but will approach a colleague in the same practice to look into it.
- **CIC Report Assessment Challenges.** RH/PB said this was misleading as it was not part of the discipline process. PB emailed the full correct wording to MW shown below.

Grievances after CIC assessments.

Update for CIC candidates and trainer/assessors (copied to all CIC holders for information):

If there is a query, grievance or challenge to an outcome of an assessment or about the action plan, this should be made to the lead assessor who should try and resolve the issue within 30 days. If the situation is not resolved then the candidate should take the grievance to the CIC panel via the CIC Chair. Should this prove unsatisfactory the candidate can then make representations to the QMC Chair. During this process the "assessment clock" is suspended. All effort will be made by lead assessor or others involved to communicate regularly with candidate on progress.

RH proposed that with the above amendments this was a true record of the last meeting. All agreed.

Matters Arising.

2.1 GM to circulate L2 ropework document

2.2 Weather and flooding. GM asked for feedback before next meeting.

2.3 In house Training and Assessment. Further discussion took place. It was clarified that this applies to BCA courses only. GT said that making it compulsory for one assessment to be carried out by an external BCA T/A may be impractical. RH felt that as at least two T/As must be used to carry out training and assessment for each person that further restrictions are not required. After discussion GT proposed the following:-

"Where training has been delivered for candidates of an organisation with whom they work, then it is desirable that at least one element of the candidate's assessment is conducted by a trainer assessor external from that organisation".

A vote was taken and all were in favour. MW to create a change notice.



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3. AGM Report and Further of Professional Caving in the UK (GM)

3.1 GM explained that the QMC had been giving the green light to run the training schemes and that he had been asked by Council to head it up. He needed to plan for the future and would not be staying in post forever. It was appropriate to carry out a slow hand over to someone who might take over in the future. This would need to be someone with the right skills and PB has been proposed. It was not a time limited post. PB said that if anyone else wanted to put themselves forward then that was OK. J P-S was anxious to ensure it was a fair and transparent process. GM asked all to email him if they were interested is standing. After discussion it was agreed that the roles need to be clarified and that that a review should be carried out every three years. PB felt that the titles of chair and vice chair was not appropriate and should be reconsidered. GM will create role descriptions. Bob Mehw and Andrew Hinde will be joining the QMC covering conservation and access. The Training Committee will now service recreational cavers only. There will be a review in six months of QMC performance.

3.2 LCMLA Membership. At present the Training Account is just in profit. The move to charge a yearly membership fee to all LCMLAs is to be implemented. At the November meeting it had been decided to charge £10.00 with £30 up front. Various objections were made to this proposal:-

- Centres may push site specific training rather than being in the scheme.
- We don't want to lose people
- Some people would find it hard to pay £65 registration plus £30 up front membership.

Finally a simple £10 per year was agreed. However, there are many questions regarding implementation and it was agreed that MW would pull together a list of issues that need to be resolve and everyone was asked to contribute. The new charges would be implemented along with the new electronic admin system. GM is to check the position regarding insurance.

3.3 Moderation. The AGM wanted two moderations per year – but the QMC wanted more. Also two further moderators are required. J P-S asked for a proper appointment process to be set up and role description created. PB raised the cost implications as moderations are paid work. RH suggested that peer to peer reviews were a better idea. It was then suggested that instead of T/A workshops all T/As would have to carry out an out of area peer to peer review every three years. NB said that moderation has brought out issues. But as these are fed back to the T/A in a debrief only , it was felt that general lessons were not being shared with all T/As. SN also suggested that a



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feedback form for candidates should be available – and this might be possible with the new electronic admin system. Finally the meeting agreed that from January 1st T/A workshops would be replaced by a three yearly out of area peer to peer review.

3.4 Electronic Admin System. A new system will be selected and implemented. 6 invitations to tender were issued. Three responses were received including an in house solution. Most people were in favour of Tahdah but Northbridge Systems (open source database plus customised portal) is also in the running. SN said most concerns were over where the data would be held and what the position would be if the hosting company stopped trading. Bob Mehew is joining the working group. The three systems were assessed against the same criteria and the scores were similar. However, weighting was not used and the in-house solution was rejected due to serious concerns over delivery times scales by volunteers. The next step is for a further visit to Tahdah and a working day with Northbridge to enable them to do a quotation rather than an estimate. A decision will be made by the working party by September. A financial cap is in place.

3.5 Calf Holes. There is currently no access to Calf Holes for led groups due to a non-direct caving related incident.

PB- Thanked Graham and the QMC for their efforts regarding relationship with the BCA and the instigation of key changes.

3.6 Insurance. GM is negotiating with Perkins Slade for a reduction on the cost of insurance for T/As, but all would have to be on board for it to go forward. This would not be acceptable to some T/As such as those insured via a Centre. GM may be able to negotiate this for a majority rather than all. NW is aware of this and is supporting it. It could become part of BCA scheme.

3.7 Centres Advertising BCA Courses. GM said that where Centres advertise BCA courses they must specify who is running the course. There have been instances where Centres have advertised BCA courses but don't have any CICs working for them. They are most welcome to advertise but must ensure that they explain that they are run by BCA T/As.



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4. CIC Report (PB)

4.1 GT joined the last meeting for a Tyrolean training session. There will be a short section in CIC training using standard caver equipment but nothing in assessment. It was suggested that a new Tyrolean module could be set up and used by L2 or CICs and would simply be called the Tyrolean Module.

4.2 The CIC stats are healthy with no major changes from 2016 so far.

4.3 Exemptions for candidate from LCMLA 1 and 2. Following an issue it was decided that anyone applying for exemption from LCMLA should attend a one day pre assessment workshop RH will draft a note on how this would work and send it to PB.

5. Regional Panel Reports

5.1 North Wales GT - There has not been a meeting recently. They plan to have a working meeting on Tyroleans and provide input to the next QMC Meeting.

5.2 PB Derbyshire – An L2 ropework working meeting is planned.

5.3 GM Northern England – GM resigned due to unacceptable meeting behaviour. A meeting took place on Thursday where the QMC structure was discussed. Level '0' and the new admin system were also covered. There was a near miss recently in Honistor Mine Postman's Walk which led to some discussion on best practice in the use of cow's tails on that section.

Pate Hole is a new Northern England venue.

NB has taken over as ALO.

NB wants a set of standard site descriptions from each panel as some have become inconsistent.

This will need to be done for the new admin system when it should be possible to select sites via a tick list.

RH is to send me the abridged Descent article so I can forward to Andy Eavis.

The QMC and Panels no longer need to send meeting minutes to a member of the Council for checking. GM will check minutes and MW can circulate to all T/As.

5.4 Southern England SN – little to report other than the ongoing issue of access.

5.5 South Wales RH – Clarification about access to some FoD sites is needed. It was also suggested that they should sit with Southern England as John Crowlsey is no longer on the SW panel. It was agreed that they could sit with both panels.

SN to will pursue an access issue for Doward with Tim Allen or Andrew Hinde.



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6. Update Workshop Financial Viability

MW asked for a review of how many candidates were needed to make a two T/A Update Workshop viable. After discussion it was agreed to raise the T/As to candidate ratios to 7 for Level 1 and 5 for Level 2. Where extra candidates apply before the 6 weeks booking deadline a 2nd T/A can be requested.

7. TAs – New, changed, resigned.

A probationary T/A was accepted for full status. MW will sort out the paperwork.

8. Cows tails (GM)

There have been mixed messages about the type of crab to use on cows tails. The meeting agreed that at least one cow's tail must have a locking gate crab. MW to raise a change notice to T/As.

9. AOB

T/A Workshop – RH. Went back through the list of geology terms and is to send it to Mel Sugden.

PB will send me the Derbyshire report on waist belts to circulate to all T/As.

GT is to draft a candidate feedback form.

10. The next meeting will be on Monday 25th September 2017 at the Caving Library.

Meeting closed at 15:45