



British Caving Association

Draft Minutes of the National Co-ordinating Panel meeting held on
28th April 2015 at Staffordshire Council Staff Club, Stafford

1. Present

Nigel Ball	(NB)	Training Officer
Dena Proctor	(DP)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Mary Wilde	(MW)	Training Administrator
Pete Knight	(PK)	ACI Rep
Gill Jordan	(GJ)	Administrative assistant
Stephan Natynczuk	(SN)	ALO Southern Panel

Abbreviations

T/A Trainer Assessor
T/Adv Technical Advisor
NCP National Caving Panel
TC Training Committee

Meeting commenced at 10.05 am.

Apologies for Absence

Lee Paskin	(LP)	ALO Northern Panel
Vaisey Bramley	(VB)	ALO South Wales Panel

2. Minutes of the Last Meeting

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

(The date on the minutes was incorrect but has been changed by MW. Also, the date for the next meeting was clarified. It is the 8th September 2015).

AOB : Ratio of candidate to assessor at Core Skills Assessment Module 3.

3. Action Register and Matters Arising.

No	Action	Who	By	Done
	29/04/2013			
088	ALOs to ensure revalidation and T/A workshop dates are emailed direct to MW rather than notified via panel minutes. Update 03/02/2015 – Some improvement but DB still can't use the form. MW to send another copy to him. Update 28/04/15 MW is still not consistently receiving forms.	MW	ASAP	Discharged
	07/10/2013			



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094	MW to request permission from the secretary to add the mines terms document to the training downloads area of the website Update 03/02/2015 Completed	MW	Next meeting	Discharged
	03/02/2014			
100	MW to email whom it may concern that the technical advisor (T/Adv) guidelines be reverted to draft form. Update 03/02/2015 additional input received from Council and DP is incorporating this into the next draft.	MW	ASAP	Discharged
101	MW To share information she has on deferments and fails to T/A workshops (with anonymity) for discussion and moderation purposes. MW to email relevant information to T/A workshops and NCP. Review in 12 months' time. Update 03/02/2015 Some feedback generated but some panels yet to discuss. MW to collate feedback and circulate.	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. Update 03/02/2015 Done	NB	Next meeting	Discharged
103	NB To produce a paper re the process of applications for new TAs and distribute BEFORE the next meeting. Update 03/02/2015 Ongoing Update 28/04/15 Paper will be resent to Southern Panel and to SN as a separate file. Will then be discussed at next NCP. Reps need to bring their comments to the next meeting.	NB	ASAP	Ongoing
104	To ensure that the T/A issue be on the agenda for the next NCP meeting. (see agenda item 5) Update 03/02/2015 Done	NB	Next meeting	Discharged
105	To include discussion about agenda item 13 (Number of Clients on a Module 4 Assessment) at T/A workshops Update 03/02/2015 See Matters Arising below	NB	Next TA workshops	Discharged.
	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.	DB	Next TC	Ongoing
107	NB to discuss the rewrite of the LCMLA Handbook with AE Update: 28/04/15 NB has met with AE. No funding was made available.	NB	ASAP	Discharged
108	NB to send draft moderators check list to ALO's	NB	ASAP	Discharged
109	NB to discuss payment of expenses with the treasurer	NB	ASAP	Discharged
	28/04/15			
110	T/A workshops to run as national rather than regional events.	NB	2016	



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111	DB to summarize the reorganisation of T/A workshops in a document and send it out to members for discussion at the next TC meeting.	DB	ASAP	
112	To discuss the reorganisation of the T/A workshops at next BCA Training Committee meeting.	NB	Next TC meeting.	
113	Produce Caving Award for Children document.	SN	June 2015	
114	Discussion re revalidation candidates and their ability to gain points from attendance at events, workshops, rescue organisations etc...	DP	Next NCP meeting	
115	NCP to rewrite the LCLMA syllabus to include tyroleans.	NB	ASAP	
116	Modularisation of LCML syllabus.	NB	ASAP	
117	DP to send copies of training booklets which are already in use in S Wales, to interested parties.	DP	ASAP	

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Matters Arising

4.1 Re 6 (New T/As) DP The date for the TA workshop is remaining the same. The TA Southern workshop will take place on **23/11/15**. It was agreed by all that T/A workshops be centralised to run as national rather than regional events starting in 2016.

General discussion took place regarding the principles and organisation of the workshops. Eg Who should organise them and how organisers should be paid.

MW Proposed that the organisation of BCA T/A workshops be discussed at **TC**.

DB will summarize the reorganisation of T/A workshops in a document and send out to members for discussion at the next **TC**.

4.2 Re 4.3 SN Caving award for children is ongoing and will be produced in June for the NCP meeting in September.

4.3 Re 18 (SUI Revalidation) An email was sent from an ALO who had given apologies of attendance to the meeting regarding this issue. It was agreed unanimously that decisions had been made and the item was closed. The email also questioned the ratio of clients at Module 2 (Action register no.105). Again, it was agreed unanimously that decisions had been made and the item was closed.

4. Training Committee Report (NB)

No issues

5. New T/As – New, changed, resigned.

There is one new T/A at probationary level. No new registrations.

6. Exemption Ratifications

None, currently.

7. Hot topics from Trainer/Assessor workshops

SN would like there to be more customer care from the revalidation process ie) revert back to candidates phoning their local assessor to organise the revalidation.

DP suggested that candidates could gain points from attending events/workshops/working with a T/A or a rescue organisation.

It was suggested that this issue be properly discussed at a future NCP meeting and could also be discussed at TA workshops.

8. Regional Panel Matters Arising

8.1 Derbyshire Panel

DB No comments were put forward regarding section 4B report pages.

PK is now DCA rep on the Derbyshire Panel.



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Use of caving belts. The safety of non certified caving belts was discussed.

PK Because belts are not tested, it could be that weaker belts are being produced.

DP raised the issue re wearing a harness/belt at level 1 and that this could encourage a “remit creep” to level 2.

8.2 North Wales Panel

DP There was no panel meeting.

Info from Gethin Thomas : Mine inspections have taken place.

There have been some minor rock falls.

Keys to some mines are now available from Conwy Falls.

The code to Rhiw Bach is changing from 01.03.15.

Talargoch mine has been locked.

8.3 Southern Panel

Nothing to report.

Discussion took place between **DB and SN** re the training scheme in Cornwall and how it could be kick started in this area.

8.4 Northern Panel

NB The last two meetings were cancelled as they were not quorate.

9. Use of fixed cables/wires in mines. (DP)

DP There are many of these in place in mines. Are we entitled to use them at Level 2? There is little difference between cables, wires and ropes. However, cables and wires need to be tested like ropes.

SN Can we put this question to the experts?

NB Testing needs to take place every 6 months.

DP Centres need access to safety reports and perhaps need to contribute financially to the testing process. Should we allow Level 2s to use the cables?

NB If the anchors have been certified and the people using them are competent, then yes.

10. The transfer of tyrolean assessment in mines to a cave (NB)

NB Can people who are qualified to use tyroleans in mines, use them in caves?

DP It is a technique, therefore it should be fine to use them in caves. The stresses on artificial anchors should be taken into account. If it is introduced into the syllabus, will people start setting them up in different places?

General discussion took place as to whether tyroleans should be incorporated into Level 2.

The conclusion was that NCP needs to rewrite the syllabus to include tyroleans. At the point of rewrite, tyroleans in caves will be discussed.

PK pointed out that some people may need extra training.



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11. Overseas use of LCML awards. (NB)

NB has discussed this with the Chair of BCA (AE). The chair advised to concentrate on the Local Level. Mulu National Park would like to formalise this award so that guides working in the park can be given a Level 1 or a Level 2 Local Cave Leader Award.

PK endorsed this.

12. Introduction of CLC award at Levels 1 and 2. (NB)

NB Is this a feasible thing to do? CLC is a step towards CIC. People were supportive in principle.

DP expressed concern that the introduction of this, may over complicate matters.

13. Modularisation of LCML syllabus (NB)

NB suggested that the syllabus needs to be modularised so that all T/As know the exact module content, the standards required and the correct terminology.

14. Development of T/A guidelines on the content of modules.

NB These modules could be offered from Training Committee to BCA Caving Club training officers as resources for training.

After general discussion, this was agreed unanimously as an action point.

DP will send copies of booklets which are already in use in S Wales to interested parties.

15. AOB

NB Ratio at Level 2 Core Skills Assessment Module.

NB suggested that the ratio should be 1:1.

DP felt that there should be another person there at the assessment as a "victim". Some venues are suitable for work with more than one person. The decision about ratio should be at the assessor's discretion.

16. Items for the next BCA Newsletter (MW)

None.

17. Dates of next NCP meetings

September 8th 2015.

The meeting closed at 14.15