



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on

23rd September at the British Caving Library

1. Present

Graham Mollard	(GM)	ALO Northern England and Chair QMC
Gethin Thomas	(GT)	ALO North Wales Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Rich Hill	(RH)	ALO South Wales
Stephan Natynczuk	(SN)	ALO Southern Panel
Phil Baker	(PB)	Chair of CIC Panel
Mary Wilde	(MW)	Training Administrator
David Hollingham	(DH)	AHOEC
Juliet Parker-Smith	(J P-S)	CIC Panel Rep

Apologies

Nigel Ball	(NB)	Training Officer
Nick Williams	(NW)	E&T Council Rep
Tony Radmell	(TR)	ASCT (invited too late for him to attend)

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.

Please note the order of business deviated from the numbered agenda items.

Extra Agenda Item.

The chairman requested that an additional agenda item be discussed first, which was the status of a T/A. All QMC members present were in agreement to reinstate the T/A. **MW** will complete the paperwork.

Minutes of the Last Meeting



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

Action Register and Matters Arising.

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 to the rewrite. Update 03/03/2016 No progress Update 23/09/2016 Work on modular writing is ongoing.	Various	Next TC	Ongoing
	28/04/15			
113	Produce Caving Award for Children document. Update 03/03/2016 No progress not present. Update 20/05/2016 SN still working on this. Update 23/09/2016 SN is to discuss this with Mel Sugden.	SN	ASAP	Ongoing
114	Discussion re revalidation candidates and their ability to gain points from attendance at events, workshops, rescue organisations etc.... Update 15/12/2015 This was discussed the T/A workshops in 2016 Update 23/09/2016 covered on the agenda	DP	Next T/A workshop	Ongoing
115	NCP to rewrite the LCMLA syllabus to include tyroleans. Update 15/12/2015 Discussed but no conclusion drawn Update 23/09/2016 covered on the agenda	NB/GT	ASAP	Ongoing
116	Modularisation of LCML syllabus. Update 20/05/2016 Ongoing	NB	ASAP	Ongoing
	15/12/2015			
120	MW to review and update the T/A appointment paperwork Update 03/03/2016 Done but further changes made to the paperwork at the meeting. MW to implement Update 20/05/2016. MW clarified some points about the process and will now implement Update 23/09/2016 completed	MW	ASAP	Discharged.
03/03/2016				



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124	MW to implement new T/A fee regime from December 2016 Update 23/09/2016 fees to be discuss on agenda	MW	Dec 2016	Ongoing
125	Panel meeting attendance to be added back into the T/A Agreement for 01/01/2017.	GM/MW	November 2016	Ongoing
127	MW to offer the T/A workshop in October to the first person on the southern rota Update 20/05/2016 No response from first person, offer to 2 nd Update 23/09/2016 Completed	MW	ASAP	Discharged
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 23/09/2016 Completed but MW asked to include how to access the information on letters to probationary members.	MW	ASAP	Ongoing
	23/09/2016			
131	DB to work with JC and CJ on Cornwall mines training.	DB		
132	MW to document the process for regaining a CIC award	MW	ASAP	
133	GM to respond to AALS regarding Level 0	GM	ASAP	
134	GM to take the issue for cave access in SW to Council again.	GM	Next Council Meeting	
135	GM to chase up military involvement with QMC	GM	Next meeting	
136	MW to notify current prob T/As about the time limit of a year	MW	ASAP	

2. Matters Arising

2.1 Cornwall Mines Training. **DB** said that a mines engineer and List if lists need to be identified. He will work with Chris Jowett and John Crowsley on this.

2.2 **GM** told the meeting that an agreement had been made to replace the current training administration databases with an online system. Tadah have been selected and work will commence to transfer data and implement the system for all T/As and LCMLA/CIC members.

2.3 **PB** asked for CIC report to become a standing item again. Agreed. He went on to explain that the panel had decided to replace revalidations with updates. A discuss ion took place on the rights and wrongs to taking an award away from someone who has not completed an update on time. The



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process for regaining an award was also discussed and it was agreed that this should be properly documented and available on the website. **MW** will action this.

3. Disciplinary Procedure

GM explained the importance of having such a procedure to protect individuals and the BCA. **PB** asked if it would apply to T/As only. **GM** said that the name have been changed to 'Grievance Procedure' and that it would only apply to award holders other than T/As if a serious incident resulted in the involvement of an outside body such as the HSE.

In addition the reporting of near misses was discussed and a form of wording was agreed for both these items and will be included in the document which must be complete in time to go to Council on 9th October.

4. Code of Conduct

The code of conduct has been subsumed into the new T/A agreement.

GM outlined the tricky financial position of the training schemes. He explained that prices have gone up but that no fee increases have been made since 2009. He explained that from 01/01/2017 all scheme members must also be BCA members, whether that be as club or individual members. **RH** was concerned that memberships do not get sent out in January. **GM** said that membership numbers will have to be recorded on T/A fee forms.

After some discussion on T/A fees it was agreed that these will rise to £65 for an LCMLA T/A and 85 for an LCLMA/CIC T/A. if the fee is not paid by the end of December the fees will rise to £95 and £115 respectively.

The next discussion was on T/A workshops and / or technical skills workshops. Concerns were raised about changing this when the last change was only implemented this year.

After some toing and froing it was agreed to retain the current structure of two national workshops per year but they must include a practical element. **MW** said that getting volunteers to run workshops had been problematic even though payment is now made. It was agreed that it will be done on a rota basis and be a requirement in the T/A agreement.

The section on access was then discussed and the following wording agreed.

"To abide by all access agreements (when working on behalf of the BCA). In abiding by these agreements we (the professional cavers) expect the Regional Councils and Clubs controlling land



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encompassing caves, and access bodies, to work seriously towards achieving access for professional cavers and in particular T/As providing training and assessment. “

An updated version of the new T/A agreement will be circulated and feedback requested with a deadline.

5. L1 Rope work.

GM thanked RH for his work on this module. A long discussion took place with the key points being:

- Is this too comprehensive and raises the bar too high?
- It is a good lead into level 2.
- It is a resource not a syllabus.
- It is what the recreational cavers want.
- Could be split into techniques and technical notes.

GM and RH to liaise on the next steps with the document.

GT then presented his work so far on Tyroleans. A long technical discussion followed.

GM thanked GT who said it would be completed in the next few weeks.

6. Fees and Changes.

The new fees were agreed as follows:

Item	Current Cost /Fee	New Cost/fee
LCMLA Registration	£45.00	£65.00
Combined LCMLA & CIC Registration	£55.00	£85.00
LCMLA downgrade from CIC Scheme	£20.00	N/A
CIC up-grade from LCMLA Scheme	£25.00	£25.00
LCMLA Revalidation Workshop Fee	£75.00	£80.00
LCMLA Core Skills Reassessment (new style)	£175.00	£200.00
LCMLA Revalidation For Leader	£15.00	£15.00
CIC Revalidation Workshop	£75.00	£80.00



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CIC Revalidation Workshop - Course Director	£15.00	£15.00
LCMLA Trainer/Assessor Annual Fee	£35.00	£65.00
LCMLA/CIC Probationary Trainer/Assessor Annual Fee	£15.00	£20.00
CIC Trainer/Assessor Annual Fee	£35.00	£65.00
CIC & LCMLA Trainer/Assessor Annual Fee	£50.00	£85.00
CIC Modules Exemption application	£30.00	£30.00
LCMLA Training Exemption Fee	£30.00	£40.00
LCMLA Combine Modules 2 & 4 Fee	£30.00	£50.00
LCMLA Additional Cave and/or Mine Sites	£20.00	£25.00
New Logbook	£15.00	£15.00
Re-issue of report pages	£15.00	£15.00
New Logbook and report pages	£20.00	£20.00
Replacement Section 5	£20.00	£20.00

The new fees will start from 01/01/2017. **MW** asked if there would be any period of grace but this was rejected. There is a fair bit of work required to bring these in. **DH** offered to help by notifying outdoor centres. (please note, until the process for collecting BCA membership is agreed all we can say is that prices are going up from 01/01/2017).

7. AOB

7.1 Level 0.

GM reported back from his discussion with Marcus (AALS) regarding L0 awards. Marcus agreed with including an element of training, geology access and conservation. He also agreed that panels would designate sites. However, he would not agree to T/Adv's being CIC only.

After discussion it was agreed that the name L0 is replaced with site specific. We will send a list of sites but don't want any further involvement. **GM** to respond to Marcus.

7.2 New Scheme

GM informed the meeting that a new scheme was being bought on board. Canyoning gills and gorges are setting up their own scheme but CIC holders will be able to use some skills to go towards a canyoning award. There will not be complete parity.

7.3 Regional Reports.

RH for S Wales said that little progress is being made despite attending various committees. **GM** will take it to council again. We to the BCA give them insurance when T/As can't have access?



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GM for N Eng. ES16 was a success but some negative feedback on the rope used and some rigging was received. DH added that changes have taken place in Yordas due to flooding. **GM** said that now more changes had been noted in Goyden. Mel Sugden was now looking at the Geology document and is doing an excellent job.

GT for N Wales Radon inspections have taken place and some are at warning level. Some news monitors are being put in. **RH** said they have a log for number of visits in a year. Where above 400 are recorded the number of visits are restricted.

The gap between L1 and L2 has been discussed. The panel are running their usual courses in autumn/winter.

SN for S Eng had nothing to report except Sludge Pit is being added as a site. This is privately owned and gated.

DB for Derbys asked why the military don't attend any more. **GM** is going to follow this up.

DH for AHOEC –asked if there are any plans for guidelines on the use of artificial caves. **GM** said inspection and training can be provided. This should be mentioned at CIC updates as they may come across artificial caves as T/Adv.

DH asked what he should report back from this meeting. **GM** said that feedback will be gathered before publishing any documents discussed at the meeting. .

7.4 T/As New/ Resigned

Now a time limit has been implemented for new probationary T/As to complete their observations and apprenticeship assessments, it was agreed that all probationary T/As already in the system would be allowed one year to complete theirs. **MW** will notify them.

The meeting ended at 16:00

The Next meeting will be on 24/11/2016 at the Caving Library.