



# British Caving Association

Draft Minutes of the Qualifications Management Committee meeting  
held on  
24<sup>th</sup> November at the British Caving Library

## 1. Present

Graham Mollard	(GM)	ALO Northern England and 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
Nick Williams	(NW)	E&T Council Rep
Juliet Parker-Smith	(J P-S)	CIC Panel Rep
Phil Baker	(PB)	CIC Chairman
Mary Wilde	(MW)	Training Administrator

## Apologies

Stephan Natynczuk	(SN)	ALO Southern Panel
Tony Radmell	(TR)	ASCT
David Hollingham	(DH)	AHOEC

## 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.

No	Action	Who	By	Done
	<b>03/02/15</b>			
<b>106</b>	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.	<b>Various</b>	Ongoing	Ongoing
	<b>28/04/15</b>			
<b>113</b>	Produce Caving Award for Children document. Update 03/03/2016 No progress SN not present.	<b>SN/MS</b>	ASAP	



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	<b>Update 24/11/2016 SN working with Mel Sugden on this.</b>			
114	Discussion re revalidation candidates and their ability to gain points from attendance at events, workshops, rescue organisations etc.... <b>Update 15/12/2015 to be discussed the T/A workshops in 2016</b> <b>Update 24/11/2016 agreed to drop this for now due to the huge volume of change ongoing</b>			Discharged.
115	NCP to rewrite the LCLMA syllabus to include tyroleans. Update 15/12/2015 Discussed but no conclusion drawn <b>Update 24/11/2016 Much work carried out but a few changes to be made</b>	GT	ASAP	Ongoing
116	Modularisation of LCML syllabus. <b>Update 24/11/2016 Ongoing</b>	NB	ASAP	Ongoing
	<b>03/03/2016</b>			
124	<b>MW to implement new T/A fee regime from December 2016</b> <b>Update 24/11/2016 Completed</b>	MW		Discharged
125	<b>Panel meeting attendance to be added back into the T/A Agreement for 01/01/2017.</b> <b>Update 24/11/2016 Completed</b>	GM/MW	November 2016	Discharged
130	MW to set up the new T/A probationary period regime and also to provide a list of current probationary T/As. <b>Update 20/05/2016 Change notice raised 0 awaiting sign off</b> <b>Update 24/11/2016 original action complete but asked to include details of how to access course info for probationary T/As.</b>	MW	ASAP	Ongoing
	<b>23/09/2016</b>			
131	<b>DB to work with JC and CJ on Cornwall mines training.</b> Update 24/11/2016 NW has contacts in Cornwall and will work with DB	DB / NW		Ongoing
132	<b>MW to document the process for regaining a CIC award</b> Update 24/22/2016 MW clarified who needs to authorise this and will complete the action.	MW	ASAP	Ongoing
133	<b>GM to respond to AALS regarding Level 0</b> Update 24/11/2016 Done	GM	ASAP	Discharged
134	<b>GM to take the issue for cave access in SW to Council again.</b> Update 24/11/2016 This was done but with no result. See body of meeting for discussion on this.	GM	ASAP	Discharged
135	<b>GM to chase up military involvement with QMC</b> Update 24/11/2016 Done	GM	Next meeting	Discharged



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136	MW to notify current prob T/As about the time limit of a year Update 24/11/2016 Done 24/11/2016	MW	ASAP	Discharged
137	MW to ensure CIC report is put on the standing agenda for QMC	MW	Next Meeting	Active
138	GM to take the new proposal on membership to the BCA council	GM	Next Council meeting in January.	Active
139	MW to update and issue a further version of the Disciplinary document	MW	ASAP	Active
140	MW to update and issue a further version of the Terms Of Employment document	MW	ASAP	Active
141	MW to implement the new charges from 01/01/2017.	MW	ASAP	Active
142	MW to complete the paperwork for the new T/A	MW	ASAP	Active
143	MW to implement CIC modules 1 and 2 to restart the clock for L2 LCMLAs	MW	ASAP	Active
144	DB to circulate the document on National Trust access charges.	DB	Next Meeting	Active

DB said that it was hard to read the action register due to the word 'DRAFT' being added. MW explained that due to various word formatting issues this was the only way to do it on the last minutes without spending more valuable time on them. It will not appear this way on the next minutes.

PB stated that CIC must be on the standing agenda. MW agreed and apologised for missing it off.

DB said that access and conservation is not on the agenda, GM said it will be discussed

### 3. Matters Arising

- 3.1 RH asked what the current position was regarding access. A very long discussion then took place which covered the interconnected issues of access, membership and the viability of the schemes. The key points were :-



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- There is a statement on access in the new T/A agreement
- Council understand the issue but are not empowered to enforce change.
- Going down restricted venues as a club member is allowed but can have a negative effect as they are often assumed to be working.
- Can't see a short term solution in Mendip and S Wales.
- Need to take the long view and make the schemes very important to the BCA.
- A second venue is needed in South Wales - at present the scheme is not tenable.
- Pushing for compulsory membership was aimed at ensuring the schemes are financially viable and to provide a bargaining tool for access.
- Implementation of Tahdah is seen as crucial for ensuring the financial viability of the schemes.

In summary NW and GM are doing all they can to put pressure on Council regarding access but they (the Council) are not empowered to enforce change. The financial viability of the schemes is crucial to ensure they are seen as key to the BCA. Membership and the implementation of Tahdah are crucial to ensure that financial viability. Funds for Tahdah have not yet been released.

- 3.2** NW did not understand point 2.1 about Cornwall mines training. NW has links with the Cornwall mines community and will liaise with DB. However, the wording of point 2.1 was incorrect as should have said 'list of mines' instead of 'list if lists'
- 3.3** J P-S questioned the decision to enforce membership for all LCMLAs. She and PB had doubts that people would renew their members and also that people would drop out of the schemes. This generated an extended discussion on insurance and membership with various ideas being put forward regarding the charge for membership. It was noted that Tahdah has been shown to encourage retention in the MLT and also would aid the collection of fees.
- Eventually a proposal was made to charge the registration fee plus £10 per year for membership for three years. Some committee members recommended £10 a year for 5



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years. However, until Council agree that a new type of membership can be introduced nothing can be implemented. GM will put this forward at Council.

It was noted that if someone was not a member they would lose their award.

A further discussion regarding CICs took place and it was agreed that they should be full DIM members (or club members)

#### 4. **Disciplinary Procedure**

GM explained that many iterations of this document had been circulated due to continuing important feedback, some of which had been based on a misunderstanding of the policy scope. The meeting discussed whether it should apply to T/As only or all award holders. Eventually a form of words was agreed upon and will be incorporated into the document for reissue.

#### 5. **Code Of Conduct**

PB thanked GM for work on this. DB agreed.

#### 6. **Terms of Employment.**

After looking at the draft provided that included various notes and proposed changes, MW was asked to incorporate these and circulate the updated document.

#### 7. **L1 Rope Work**

Good progress on this so far but further amendments to be made by RH, GM and GT.

#### 8. **Fees and Charges**

MW was concerned about notifying award holders of the new charges but as compulsory membership cannot now be implemented from 01/01/2017 as it requires a decision from Council, publicity for fees is far easier. She will put together some wording for the website etc.

#### 9. **TAs – New, changed, resigned.**



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One probationary T/A submitted a form showing completed observations and assessments. The meeting agreed for this T/A to gain full status and MW will complete the paperwork.

## 10. CIC – L2 Revalidation via part assessment

It was agreed that completion of modules 1 and 2 in CIC would revalidate a level two LCMLA award. MW will implement this.

## 11. CIC Panel Report

PB had nothing to report.

## 12. AOB

**12.1** DB asked what the implications were from the National Trust access charges. GM said that Tim Allen is responding for the BCA. The charges do not affect Wales. DB will pass the relevant document to the QMC for discussion at the next meeting.

### 12.2 Panel Reports

DB Derbyshire Panel. Masson Mine has been added as a new site.

DB said there may be a review of the Bootle Agreement on mines in the future. GM said that for now we just need to keep a watching brief on this.

NB suggested that CIC should be modularised in the same way as LCMA. This will be discussed at the next CIC panel meeting.

PB thanked GM and MW for all the recent work carried out.

MW said that a new space on the website has been created which will be password protected but that she had not had time yet to set it all up.

GM Northern England - nothing to report

RH South Wales Panel - nothing to report

GT North Wales Panel – nothing to report

## 13 Date of next meeting.

9<sup>th</sup> March 2017 10:30 at the library.

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The meeting closed at 14.40

DRAFT