



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 21st May 2018 at the British Caving Library

1. Present

Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
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
Juliet Parker-Smith	(J P-S)	CIC Panel Rep
Nigel Atkins	(NA)	Training Committee Rep
Nick Williams	(NW)	BCA Secretary
Graham Derbyshire	(GD)	ALO Northern England Panel
Mel Sugden	(MS)	Guest

Apologies

Tony Radmall	(TR)	ASCT
Andy Eavis	(AE)	BCA Chairman
Andrew Hinde	(AH)	Natural England

Abbreviations

T/A Trainer Assessor

T/Adv Technical Advisor

TC Training Committee

QMC British Caving Association Qualification Management Committee

(previously NCP)

Meeting commenced at 10:25 am.

1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record. Proposed by DB and seconded by J P-S

2. Action Register and Matters Arising.

Action Register

No	Action	Who	By	Done
115	NCP to rewrite the LCLMA syllabus to include Tyroleans. Update 21/05/2018 To be covered on the agenda	All	ASAP	Discharged
116	Modularisation of LCML syllabus. Update 21/05/2018 To be covered on the agenda	NB	ASAP	Discharged



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

	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 21/05/2018. No progress	DB / NW		Active
	24/11/2016			
138	GM to take the new proposal on membership to the BCA council. Update 21/05/2018. Covered by agenda item	GM	ASAP	Discharged
12/06/2017				
153	GM to circulate L2 ropework document Update 25/09/2017 Documented has been started and will be shared. Update 21/05/2018. Covered by agenda item	GM	ASAP	Discharged
156	GM to create role descriptions for QMC officers Update 21/05/2018. Covered by agenda item	PB	ASAP	Discharged
157	MW to pull together a list of issues to be resolved before compulsory membership is introduced Update 21/05/2018. Covered by agenda item	MW	ASAP	Discharged
159	MW to raise a change notice regarding moderation/T/A workshops/peer to peer Update 21/05/2018. Covered by agenda item	MW	Before 01/01/2018	Discharged
160	RH will draft a note on 'cic pre-assessment day' for PB Update 21/05/2018. Completed	RH	Before next meeting	Discharged
165	GT is to draft a candidate feedback form. Update 21/05/2018. MW to revamp the form and process. Post to website and notify T/As	MW	Next meeting	Active
25/09/2017				
167	All to send feedback on the chair job description to PB Update 21/05/2018. Completed	ALL	Before next meeting	Discharged
168	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. Update 21/05/2018 Ongoing	MW/PB	Before next meeting	Active
171	J P-S to write to the council again on the topic of access Update 21/05/2018 A.O.B.	J P-S	ASAP	Discharged
172	AE to write to the CNCC/landowner regarding permits Update 21/05/2018. Completed	AE	ASAP	Discharged
6/12/2017 – Special QMC Meeting				
S001	PB Provide the AHOEC report to circulate with these minutes Update 21/05/2018. Completed	PB	ASAP	Discharged
S002	Outline of an entry level award to be discuss at the next QMC Update 21/05/2018. Covered under agenda	PB/MW	Next meeting	Discharged



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

26/02/2018				
173	AE to issue statement from Council of QMC and TC structure Update 21/05/2018. See matters arising	AE	ASAP	Discharged
174	MW to ensure Council meeting minutes are sent to all QMC Update 21/05/2018. Not yet produced	MW	Next Meeting	Active
175	PB to update QMC Chair role document and MW to circulate. All to provide feedback. Update 21/05/2018. Completed Covered under agenda	PB/MW All	ASAP	Discharged
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 Update 21/05/2018. Covered under agenda	DB/J P-S	Next Meeting	Discharged
178	DB to set up a statement on L2 training restarting the L1 clock. Update 21/05/2018. Covered under agenda	DB	ASAP	Discharged
179	MW to notify T/As about the T/A workshops this year once TP and SN give her the dates. Update 21/05/2018. Complete	MW	ASAP	Discharged
180	All to feedback to GT on change notices and format by 26 th March Update 21/05/2018. Complete	All	26 th March	Discharged
181	MW to implement new CSR form and process Update 21/05/2018. Complete	MW	ASAP	Discharged
182	MW to write to T/As who have been accepted as probationers etc. Update 21/05/2018. Complete	MW	ASAP	Discharged
183	MW to write to candidate who requested LCMLA exemption Update 21/05/2018. Complete	MW	ASAP	Discharged
184	MW to issue change regarding OOA sites Update 21/05/2018. Complete	MW	ASAP	Discharged
185	AE to take back comments on Admins system to Council Update 21/05/2018. Covered under agenda	AE	ASAP	Discharged.
186	MW to create and issue updated S4Bs Update 21/05/2018. Ongoing	MW	ASAP	Active
21/05/2018				
187	MW to update and issue the feedback form and process	MW	ASAP	Active
188	MW to issue paperwork for new T/A	MW	ASAP	Active
189	MW to email T/As regarding QMC role applications	MW	After AGM	Active
190	Provide feedback to Level One Basic doc once circulated. MW to circulate JPS/DB document?	ALL	Before next QMC	Active
191	MW set up process for L2 Training updating L1 if normal prerequisites fulfilled	MW	ASAP	Active



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

190	NW set up WebEx Meeting to discuss T/A membership club	NW	ASAP	Active
191	Draft a statement on TA observations for cave and mine	RH	By next QMC	Active
192	Issue a note on L1 T/As running L2 Updates	MW	ASAP	Active
193	Ensure regional reports on standing agenda	MW	By next QMC	Active

2. Matters Arising.

2.1 L1 Rope Work and other training resource documents.

GT is setting up a process to track production of this and other training resource documents. Some high level documents (such as the geology document) may be split into smaller sections or have break-out documents to cover specific areas or topics. However, these would be issued together. GT will consider copyright - Dave Gibson and David Cooke may be able to advise on this. Documents will be issued asking for feedback with a deadline of 3 months in order to move things forward.

The documents planned include

- L1 Rope Work
- L2 Rope Work
- Geology
- Tyroleans
- Anchors
- Hazards – Cave and Mine
- Access and Conservation
- Equipment
- Knots

2.2 CNCC and Access

GD/DH will attend the planned CNCC meeting and will issue a note on what they intend to cover.

With regard to access in general there was a discussion that covered old ground. NW stated that the issues were understood but that the BCA constitution does not allow them to impose arrangements on Regional Councils. It is hoped that the positive approach with CNCC might provide a framework that could influence other areas in the future.

2.3 QMC Structure.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

NW explained that the structure had been agreed at the council Meeting in April 2016. Some misunderstandings have been addressed. The AGM in June will address renaming of the Training Committee and Training Officer. NA expressed his desire to work with everyone and to help.

2.4 Feedback Form

The feedback form is nearly ready to go. MW will update the form to allow electronic versions to be sent. The form and process will be posted in the T/As area on the website.

Its use will be voluntary and anonymous.

3. Expense form (standing item)

The expenses form was circulated and completed.

4. Report from any BCA Council meetings (standing item)

PB said the minutes have not yet been issued but he felt the meeting was positive. SN will represent the QMC at the AGM using PB's report.

5. Finance report (standing item)

Surplus for last year was around £2000. Everyone found the report useful and would like to thank Robin Weare for issuing it. It was decided to try using WebEx for QMC after the next meeting scheduled for 24th September. This will save a fair amount on travel.

6. LCMLA/CIC stats (Mary)

MW said that the number of registrations was pretty stable. Refreshing the JSMT parity scheme will stimulate more from the military (see later agenda item).

7. CIC and Panel reports (standing item)

RH is now chair of CIC. One WebEx meeting has taken place and a workshop is planned for Sept 9th. It was noted that the QMC rubber stamps CIC panel decisions. They also agreed not to be over prescriptive on techniques.

8. T/As New Resigned Applied

MW asked for clarification on the application and acceptance process. It was agreed that the initial application to be a T/A would be assessed by the relevant panel. The QMC would oversee the acceptance of a T/A to full status – although it was felt that rejection at this point was unlikely. A discussion took place on the number of people per panel and that in some areas there is a waiting list. Each panel takes a different approach. NW asked about the role of panels. If they just have input then no limit is needed, but if they are decision making bodies a limit would be advisable as decision making by committee is ineffective. J P-S said that there are some T/As who are not very



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 21st May 2018 at the British Caving Library

active. PB suggested that all should do run a workshop or training course **as a T/A under their name** within a certain period. This happens with MTE awards but no decision was made re; BCA T/As. A specific application for full T/A status was discussed and agreed. MW will issue the relevant paperwork.

9. Exemptions and Extensions

MW explained that this was different to the CSR process. It covers exemption from training and extension to complete modules. It was agreed that exemptions would continue to be managed by email circulation within QMC. Extensions are currently agreed by Chair of QMC based on common sense (e.g. injury, illness etc.) – agreed that unless complex, this can continue. MW will simply provide a list of those that have been agreed or otherwise.

10. Geology

MS gave a very interesting presentation on the geology document she is producing. She covered her approach and content with reasons, including a content link with the national curriculum. A quiz was enjoyed by all.



The feedback was very positive. It was suggested that associated documents could cover topics such as cave morphology. PB noted that it would be a BCA Training document rather than a BCA document, but for use by all cavers within BCA. MS said there were gaps and more work to be done on topics such as faults and non-carboniferous caves. GT will circulate it to QMC for feedback but no further at this point in time. It would be marked as not to be release beyond QMC.

PB proposed a vote of thanks to MS for her work and presentation. .

11. Recruitment Chair/Deputy Chair roles

This will be progressed by PB following the AGM based on the previously circulated job roles. The QMC wants it to be a fair and open process.

Applications for Chair and Deputy Chair will be welcomed from any current T/A who has been operating for at least three years in that role. He or she should also have been working for a



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

minimum of two years on a group or role for the BCA or constituent body. NW, DB and MW will make up the interview panel. Application will be by CV and letter. MW will email all T/As on this after the AGM, and it will be posted in the T/A area on the website.

12. Level One – basic/advanced

DB/J P-S produced a proposal which will initially be circulated to QMC only. Feedback will be required by the date of the next QMC meeting. Each panel will eventually have to list appropriate sites in their area if it is agreed to go ahead.

13. Peer to peer process/review

Postponed until the next meeting as T/A workshops are running this year. .

14. Radon

At present must notify Public Health England if using venues that exceed limits. **This is free and registration is not required at this point.** Guidance is needed on how to establish if a site exceeds the limits. Guidance for a prospective radon protection advisor is to be drawn up. The work already undertaken by PICA will need to be reviewed. Many questions remain to be answered including

- Which, if any, previous measurements are acceptable?
- How will accessibility to the regional reports be managed.
- What happens if you operate in many areas?
- Some sites have never had a dose meter.

GT to approach PHE officially. A statement for all T/As is required.

GD said that Chris Jackson has useful info and GT will contact him. PB thanked GT and NW for their work on this, and DH for obtaining a grant for some work to be done.

15. Admin Database

NW reported that the plan to use Tahdah was on hold and they would be willing to look at other solutions. One possible has been identified and MW/GT will have an initial look at it.

16. LCMLA Training Courses and Updates. Various Issues. (Mary)

MW had previously circulated a paper that outlined some issues regarding what updates the clock for a L1 and L2 award and how awards should be dated. A note will be issued to explain this. One issue was that if L2 training updates and L1 award, should the award holder have to fulfil normal update prerequisites in order for this to apply. The meeting agree that this should apply. MW will sort out the process for ensuring this takes place.

17. BCA membership Issues (Mary)



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

MW explained that the current process whereby only some T/As renew their BCA membership via her. A proposal was made to set up a T/A 'club' so that all T/As would become CIM members at the lower rate. New T/As would be required to comply with this.

NW will set up a meeting between Wendy Williams and MW to discuss how this might work.

18. TA Observations – do they have to shadow both cave and mines courses

After some discussion the meeting felt that this should be done. RH is to draft a statement on this.

19. Access & Conservation document and checklist

Dave Baines is moving this forward and is on his 4th draft. NW/DB and Andrew Hinds to communicate about this.

20. LCMLA Handbook

Item postponed until after the AGM. It must also wait until a decision is made on a new admin system and also the new QMC chair and Deputy are appointed.

21. JSMT Parity Scheme Refresh (Mary)

JSMT are refreshing their training courses and it was agreed that J P-S would work with Graham Mollard to set up a new and more formal agreement with them. (GM had volunteered to MW and has the necessary background) QMC are grateful to GM for this offer and input

22. L1 T/As running L2 Updates

This has been touched on before but never formally agreed. It is a rare occurrence and involves very few T/As. As T/As are all qualified CICs, it was agreed that L1 T/As could run L2 Update workshops.

23. AOB

23.1 NA said that there are 6 SRT kits that historically may have been for professional training use only. The meeting decided that this would no longer apply as better that as many cavers as possible benefit from these. NA will ensure that their use will be logged and appropriate checks be made on the kit.

23.2 MW will put regional reports back on the standing agenda.

23.3 RH for South Wales

Nothing to report.

23.4 GD for Northern England

The minutes of the last meeting are to be circulated by MW. They discussed appropriateness of equipment for L2 belaying. This will provide input to the level 2 rope work document. The next meeting is in June



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 21st May 2018 at the British Caving Library

23.5 GT for North Wales

The new mines engineer flagged that the rules need to be redefined and best practice reviewed.

The meeting closed at 15:30

24. Date of Next Meeting

24th September 2018

DRAFT