



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held on 14th January 2019 at the British Caving Library

1. Present

Gethin Thomas	(GT)	ALO North Wales Panel
Rich Hill	(RH)	ALO South Wales Panel and CIC chair
Mary Wilde	(MW)	Training Administrator
Stephan Natynczuk	(SN)	ALO Southern Panel
Dave Baines	(DB)	ALO Derbyshire Panel
Juliet Parker-Smith	(J P-S)	QMC Chair.
Nigel Atkins	(NA)	BCA Training Officer
Graham Derbyshire	(GD)	ALO Northern England Panel
Chris Boardman	(PR)	BCA Council Rep

Apologies

Tony Radmall	(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

Meeting commenced at 10:30 am.

1. Minutes of the Last Meeting

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

2. Action Register and Matters Arising.

Action Register

No	Action	Who	By	Done
25/09/2017				
168	MW will work with PB to agree wording regarding weaknesses for Section 5 and CIC certificates. Update 14/01/19 Delayed due to other S4B Changes. Can now be issued.	MW	Before next meeting	Active
26/02/2018				
186	MW to create and issue updated S4Bs Update 14/01/2019. Passed at QMC. MW to issue.	MW	ASAP	Active



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 14th January 2019 at the British Caving Library

21/05/2018				
191	MW set up process for L2 Training updating L1 if normal prerequisites fulfilled Update 24/09/2018 Complete. MW to issue change notice. Update 14/01/2019 Complete (said at meeting it had not been issued)	MW	ASAP	Discharged.
193	Draft a statement on TA observations for cave and mine Update 14/01/2019 – RH issued draft proposal which was accepted. MW to update documentation and issue	MW	ASAP	Active
24/09/2018				
196	Create an email for T/As regarding training above level	PB	By Next Meeting	Active
197	MW to send out the paperwork for the TA changes and extensions granted. Update 14/01/2019 Completed	MW	ASAP	Discharged
198	MW to feed back to two CIC and LCMLA candidates regarding exemption/ extensions Update 14/01/2019 Completed	MW	ASAP	Discharged.
14/01/2019				
199	MW to publish the new 'simple sites' document	MW	ASAP	Active
200	GT to document some bullet point about P2P guidelines	GT	Next Meeting	Active
201	MW to publish L1Ropework document	MW	ASAP	Active
202	DB and RH to draw up a list of criteria for a new CIC panel member	DB/RH	ASAP	Active
203	MW to complete all the paperwork for the new T/A	MW	ASAP	Active
204	All to provide MW with ideas for a scheme presence at Hidden Earth	ALL	Next Meeting	Active
205	ALOs to provide MW with up to date site lists	ALOs	ASAP	Active
206	MW will implement the changes to CSR process and reminders	MW	ASAP	Activej

3. Matters Arising.

3.1 Report from any BCA Council meetings

NA GT and SN attended.

GT reported that J P-S has now become the convener for QMC.



British Caving Association

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A second meeting is scheduled in February with Alan Butcher to continue work on the terms of reference for QMC/TC. The meeting initial meeting was amicable and positive. All now trying to pull together. SN agreed it had been a very productive training meeting.

3.2 Access & Conservation document and checklist 4th draft (Dave Baines)

DB needs feedback so the document can go to Andrew Hinde. He will send it to ALO's with a deadline and ask for direct responses.

3.3. Discipline Document

Postponed until the next meeting.

3.4 GDPR

MW is working through all relevant documents adding the agreed wording from Cookie.

It was agreed that emails to all T/As would go as blind copies with responses being disseminated by MW. This is to prevent the 'reply all' option clogging up inboxes.

Guidance is needed from Cookie on historical records.

3.5 Level One – basic/advanced

The simple sites statement guidelines had been reviewed and the meeting was in favour of its adoption.

Award holders may present for an update workshop with less than the suggested experience, however should be prepared to have sites which they've little, or no logged experience of using over the last 5 years removed from their list. Level 2 award holders may have their qualification downgraded to Level 1 or complex Level 2 sites (or pitches) removed from their qualification.

ALO's need to explain this clearly to panel members.

MW will add to handbook errata/changes document for the website, add the statement to the update workshop application form and set up a change notice.

MW will also change the wording on S4Bs to reflect that site lists may have been amended, and also provide a tick box to indicate if the person is operating at or below the require standard.

3.6 Peer to Peer process/review P2P

Some P2P reviews have taken place. J P-S said that structure and guidelines are required.

Reports produced from these and T/A workshops will go to the chair and deputy.

MW to issue a revised change notice. GT will document some bullet points and guidelines about how P2P should work.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 14th January 2019 at the British Caving Library

3.7 Admin Database

GT said that there has been a high level of scrutiny regarding GoMembership and we should be ready to sign up soon. As an off the shelf product it will not solve all our problems but it is cheaper than our previous selection and we can't afford a bespoke system. It will provide functionality for membership, certificates, advertising courses, communication alerts, and payments (for an extra charge). It will not immediately replace log books but this is being developed.

J P-S asked for a vote of thanks to GT team for the tremendous efforts to make this happen.

Once we have signed for it there will be a huge amount of work to get it up and running.

3.8 L1 Ropework

The L1 Ropework document has the official sign off.

GT said that technical docs must go through relevant group for sign off and we must be able to prove that has happened. The overall process is being tightened up.

MW is to publish the document on the website.

RT has started on L2 ropework. He will need to get drawings/diagrams produced and GT gets them done for £ 10 per drawing. It was not clear how these would be paid for.

3.9 LCMLA HANDBOOK

It was agreed that the need to rewrite the LCMLA Handbook was urgent. It was suggested that perhaps the BCA would match funding from our surplus to pay for this to be done. The work needs to go to tender and it should be someone within the scheme.

3.10 Radon

Ongoing. GD doing some data collection now. There is funding but still waiting for high level guidance. Regions should approach Jim Whittaker of AHOEC who are funding some work.

3.11 Petzl Stops

NA said that additional testing had taken place but a report needs to be produced.

ALOs should advise TAs that until we have done further testing on Stops and Gri Gris, and completed consultation with Petzl – we should be advising use of approved belay devices such as the Rig or ID. Traxions and pulley jammers should not be used for belaying

4. Expense form



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 14th January 2019 at the British Caving Library

The form was circulated.

5. Report from recent BCA Council meeting

GT Reported from the meeting on 12/01/2019.

Les Williams in moving things moving forward.

Need to keep an eye on progress regarding Charterhouse and under 18s.

Now Nick Williams has resigned Robin Weare has picked up the roll of secretary and Howard Jones that of treasurer.

Andrew Hinde has some minimum impact caving leaflets and MW will let DB have a copy.

Facebook is proving useful

Work is ongoing to revamp the BCA logo.

Work on the website continues but there has been some contention and Jenny Allen resigned after the meeting.

Access in North is progressing really well via CNCC and the feeling is very positive.

A discussion took place on QMC – should it be a standing committee or a working party.

J P-S has taken over as QMC convenor from SN

Scout caving group is changing its name. (This report triggered a QMC discussion on the training grant scheme and this will be reviewed – MW will put it on the next QMC Agenda)

Spanset have offered the use of their facilities including WebEx (This triggered a QMC discussion about whether or not QMC should try WebEx. RH will report back of how it worked for the CIC panel)

6. Finance report

Circulated and attached to these minutes. We currently has a small surplus.

7. LCMLA/CIC stats (Mary)- Report attached

Registrations have dropped over the years. Military registrations have declined.

72 updated in 2018 (125 are due in 2019).

Update workshops are a heavy admin overhead.

8. CIC Panel Report

A CIC meeting was scheduled for the day after this meeting.

Should CIC T/As run at least a certain number of courses per 5 year period?

Uneven distribution of work was discussed. J P-S said that it is up to each T/A to market their own courses. It was noted that T/As may recommend other T/As to candidates.



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting
held on 14th January 2019 at the British Caving Library

The number of panel members is being reviewed.

A new mines module assessor is needed. DB and RH will draw up a list of criteria.

In the short term GT will assist as will Dena Proctor

9. Regional Reports

9.1 RH SW – Nothing to report

9.2 GT NE – Danny Woodford Phillips has offered to help with Cornwall training

There is a need to encourage the use of the feedback form. MW noted that the 'e' version is not currently working properly.

Tyr module is live and MW was asked to publish it. .

RH can deliver a Tyr training day without a qualification for people who are interested but not in the LCMLA scheme.

Site specific validations are not part of our schemes. J P-S said technical advisors manage these.

9.3 SN SE Feedback forms are not being looked at by their panel. It was noted that they should go to the panel and the ALO should bring any learning points back to QMC. MW needs to know of any issues with the booking process.

RH noted that at present there is no access to Doward sites.

9.4 DB Derbys - The process for publishing documents takes too long.

9.5 GD NE Asked for the T/A fee for update workshops to be reviewed. This will be considered when the next complete fee review takes place.

The panel's 'constitution' was discussed and it was noted that each panel operates differently. It was suggested that the ALOs should give this some thought.

10. T/As New, Resigned, Applied.

Jez Parr and Dena Proctor have resigned. A letter of appreciation has been drafted for Dena and one already sent to Jez.

Pete Knight has been accepted by the Derbyshire Panel in addition to North Wales.

GT notified us that Tony Liddy had completed his observations and accepted. MW will complete the paperwork for Tony.

DB has Mark Fox's observations form but has not reviewed it yet. He will notify J P-S and MW when this has been done.



British Caving Association

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held on 14th January 2019 at the British Caving Library

SN noted that Martin Jackson has applied to move to the SE panel. This is pending some work on his local knowledge.

Chris Binding has been reinstated on the SE panel.

11. Exemptions /Extensions

None

12. Discipline Document

Postponed until the next meeting

13. Hidden Earth presence in 2019 (MW)

MW said that the schemes should have a presence at the next conference and invited ideas from, all QMC members.

14. Up-date on terms of reference – QMC/TA (GT)

Covered in Matters Arising.

15. Should something be said about the wording on update form reflecting the sites after update rather than a different level of award?

Covered in Matters Arising – simple sites

16. No pull throughs – should this be on all L2 S4Bs. (MW)

MW said that S4Bs are inconsistent regarding 'pull throughs'. A discussion highlighted that the wider issues need to be considered – both 'pull throughs' and 'leave rigged'.

MW requested an up to date site list from each panel.

17. Vote of thanks from Chair for NB 35 years

J P-S gave vote of thanks to Nigel Ball for his contributions over 35 years. A statement from the BCA to Nigel has been drafted.

18. CSR/Updates J P-S

J P-S proposed that we reduce the number of reminders issues to one only at a year before certificate expiry for both CIC and LCMLA. This was agreed and MW will implement.

J P-S also proposed that CSR forms should be reviewed by MW .Where the certificate has not expired more than 6 month ago, MW may allow them a 6 month deadline in which to update at a normal workshop. They will be notified that they should not be working until their certificate is updated. Once completed certificates will be back dated. All other instances plus any that are not straight forward will progress Vis the current process.



British Caving Association

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held on 14th January 2019 at the British Caving Library

19. Kit check levels J P-S

Discussed Simon's query and will respond.

20. Handbook Phil Baker

Covered in Matters Arising

21. Voluntary grant scope

Covered in Matters Arising

22. Cornwall Caving

NA is running a course in Cornwall soon. He will notify Martin Jackson who now lives there.

23 GM Peak contact

Graham Mollard is now technical advisor for Peak Cavern.

24. Change of Treasurer

J P-S proposed a vote of thanks to Robin Weare for picking up our queries and issues and responding so quickly.

25. GDPR & Emailing.

Covered in Matters Arising

26. T/A workshop

As a volunteer has come forward in the North to run the next T/A workshop it was agreed that this offer be accepted. MW will sort this out.

27. Date of Next Meeting

20/05/2019.