



British Caving Association

Draft Minutes of the Qualifications Management Committee meeting held at 10.00 am on 21/09/2020 Online

Present

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

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 10:00 am

1. Minutes of the Last Meeting

The minutes of the last meeting were accepted as a true record.

2. Action Register

No	Action	Who	By	Done
200	GT to document some bullet point about P2P guidelines Update 13/01/2020 GT to create updated document and issue via MW Update 21/09/2020 Completed	GT MW		Discharged
205	ALOs to provide MW with up to date site lists Update 20/05/2019 Only list received was for Cornwall. ALOs to send current list to MW and also any exclusions lists. Update 21/09/2020 Completed	GT	ASAP	Discharged
20/05/2019				
209	GD to prepare a draft terms of reference doc for panels. Update 23/09/2019 • Document reviewed	GD	By Next Meeting	Ongoing



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	<ul style="list-style-type: none"> No compulsory time as CIC to become TA – will be based on experience, skills , knowledge GD to update and circulate to panels via MW for feedback. <p>Update 21/09/2020 ongoing</p>			
210	<p>DB to split access and conservation document and add etiquette to the access section. Update 23/09/2019 On agenda Update 13/01/2020 CB to review the document in conjunction with the BCA ethos and standards. Update 21/09/2020 BCA conservation document to be added to resources. Need to review inline with C&A</p>	All	By Next Meeting	Ongoing
211	<p>RH to draft a document on pull throughs Update 23/09/2019</p> <ul style="list-style-type: none"> Back to panels to list appropriate L2 sites Should be covered on Mod 3 5 or not at all? Include use of retrievable traverse lines <p>Update 13/01/2020 – on agenda Update 21/09/2020 -complete</p>	RH	By next meeting	Discharged
214	<p>GT to draft an updated form with regarding to the Prof Standards Doc Update 23/09/2019 SN to progress Update 13/01/2020 J P-S to update draft Update 21/09/2020 ongoing</p>	J P-S	Before Next Meeting	Ongoing
23/09/2019				
216	<p>MW to update QMC members list on website Update 13/01/2020 ongoing Update 21/09/2020 complete</p>	MW	Before Next Meeting	Discharged
217	<p>CB to issue statement to J P-S re DCBS checks Update 13/01/2020 ongoing Update 21/09/2020 ongoing</p>	CB	Before Next Meeting	Ongoing
218	<p>MW to update CIC workshop form and S4B to reflect mines module and LMLA Update 13/01/2020 ongoing Update 21/09/2020 complete</p>	MW	Before Next Meeting	Discharged
219	<p>MW to send list of CIC Mines Module holders to DB Update 13/01/2020 ongoing Update 21/09/2020 complete</p>	MW	Before Next Meeting	Discharged
221	<p>PR to review mines document Update 13/01/2020 PR to review mines document Update 21/09/2020 additional report by Steve Pope to be added to Dropbox. See agenda item for further update</p>	PR	Before Next Meeting	Ongoing
13/01/2020				
223	<p>J P-S to discuss the geology docs with Mel Sugden. Going to work with Jo white. JG contact in a couple of weeks Update 21/09/2020 complete</p>	J-PS	ASAP	Discharged



British Caving Association

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224	MW to send all mines statements from Sect 5s to DB/GT to review Update 21/09/2020 complete	MW	ASAP	Discharged
225	J P-S to reply to Chris Binding on his proposal. Update 21/09/2020 complete	J P-S	ASAP	Discharged
226	CB to review site specific sign offs with the guidelines for Tech advisors Update 21/09/2020 ongoing	CB	Next Meeting	Ongoing
227	GT to create a form for notification of P2Ps Update 21/09/2020 complete	GT	ASAP	Discharged
228	MW to update the website regarding TA details and update workshops Update 21/09/2020 complete	MW	ASAP	Discharged
229	MW to draft the NB/DE award documentation MW and J P-S to discuss Update 21/09/2020 documents done but launch held back due to COVID preventing Hidden Earth	MW/J P-S	ASAP	Ongoing
11/05/2020				
230	MW to issue interim statement on COVID-19 Update 21/09/2020 complete	MW	ASAP	Discharged
231	GT to progress idea of radon match funding with BCA Update 21/09/2020 ongoing	GT	ASAP	Ongoing
232	GT to draw up draft syllabus for radon Update 21/09/2020 ongoing	GT	Next Meeting	Ongoing
233	PB to set up meeting with HSE on the mines letter Update 21/09/2020 ongoing	PB	ASAP	Ongoing
234	MW to get flyer costings for E/B flyer and update accompanying documents Update 21/09/2020 ongoing	MW	ASAP	Ongoing
235	SN to edit water safety document Update 21/09/2020 complete	SN	Next Meeting	Discharged
236	All to review the new website and provide feedback Update 21/09/2020 complete	ALL	ASAP	Discharged
21/09/2020				
237	GT to liaise with Ari re links to new website	GT	ASAP	Active
338	GT add workshop feedback box to GoM	GT	ASAP	Active
339	GT top update Survey Monkey Survey with course ID	GT	ASAP	Active
340	J P-S to send draft COVID statement to all for review	J P-S	ASAP	Active
341	NA to work with S Panel to make documented proposal on Cornwall issues	NA	ASAP	Active
342	GT to pull working group together to prose way forward on mines Inspectorate issue	GT	ASAP	Active
343	RH PB DB GT to prosed a way forward on Radon project	J P-S	ASAP	Active



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344	MW to draft letter to GM	MW	ASAP	Active
345	PB/DB/GT to propose a way forward for 'defers'	PB	ASAP	Active
346	RH pulling documentation together of caving belts	RH	ASAP	Active
347	SN to lead on cave biology resource	SN	ASAP	Active

3. GoMembership (GT)

3.1 J P-S formally thanked the following people for their work on a new admin system over the years. Graham Mollard, Nick Williams, Robin Weare, David Cooke, Gill Jordan (for Nigel Ball) and Ari Cooper-Davis. She will also write to thank them on behalf of QMC.

3.2 GT

- Site lists and being rationalised. All additions, changes or deletions must go via an ALO to MW.
- Panel meetings must be recorded by ALO's on the new system via course authorisation by creating a course and adding in those who attended.
- New BCA website being launched soon. All links from GoM will have to be changed. GT to liaise with Ari Cooper-Davis.
- Update workshops are managed via GoM but experience forms can be downloaded from the website. Six week booking deadline rule will stand - if creating an update workshop ensure the booking deadline date is correct. Forms will go direct to the TA rather than to MW. Candidates can book online or TAs can add them to their course. MW will monitor invoices and payments.
- Allowances are being made for COVID with regard to update pre-requisites.
- Out of Area sites follow the current email exchange process. This is in course descriptions.
- GT to add an additional box for update workshop feedback.
- Need to check booking dates for existing workshops
- MW will add extra tickets if update workshops oversubscribed and second TA required.
- A discussion on 'defer' took place. PB/DB/GT will get together to propose how these should be managed.
- As TAs can add themselves to courses they must not manipulate their own details.
- CIC Update workshop leaders can update their own credential as before (subject to the date of their own certificate). MW will apply a discount in these circumstances.



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- It will be necessary to removed people from the system if they have not engaged with it for more than 10 years for GDPR purposes and due to the way we are charged by Azolve. A strategy for this is required urgently - GT invites proposals.
- Feedback is limited to 1000 characters in feedback boxes - which we were not aware of in advance. J P-S was able to précis her comments easily when she came across this limitation. GT added that this could present future problems as future updates would need to go in the same box - he was going to follow this up with GoM
- Feedback forms have been set up via Survey Monkey. These are anonymous. However, without knowing which course the candidate was on improvements can't GT to incorporate the course id somehow.
- CICs allowed to attend the next workshop after their expiry
- BH noted that for GDPR very basic lapsed member details can be retained.
- About 50% of TAs attended one of GTs online courses.

4. COVID

- J P-S said communications on this is complex
- Wants to put forward another statement.
- Approach will be to remove any statements about numbers and provide links to official documents and websites.
- Draft communication to be sent to all for review ASAP.

5. Southern Panel/Cornwall (SN)

- TAs working in Cornwall at present are not all members of the Southern Panel.
- Access to mine surveys is an issue.
- NA to discuss these issues with Southern Panel and put forward a documented proposal to QMC.

6. Mines Inspectorate.

- Another complex item.
- Could there be a centralised BCA solution?
- GT to gather a group together and propose a way forward.

7. RADON

- Yet again a complex item.
- Rostam Namaghi is producing advice for recreational cavers.
- A working group (RH PB PR GT) will pull something together on this.



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8. Report from any BCA Council meetings

- PR said the BCA is starting to function much better.
- Will be looking at access issues, monitoring for RADON and the mines inspectorate issues.
- J-PS – thanked PR for a good job being done
- AGM will be online on 11th October. There is a limit on the number of zoom attendees but it will be streamed on Facebook and YouTube. Voting will be electronic.

9. Finance report and LCMLA/CIC stats (MW)

- This will not be an easy year due to COVID. MW had not produced statistics and requirements specified.
- Will produce usual monthly report for the treasurer.
- J P-S said that we need the new system to bed in before deciding what stats and reports are required.

10. CIC panel report RH

- Panel meeting is tomorrow.
- Mines module being reviewed.

11. Regional Reports

11.1 GD for the Northern Panel

- A panel meeting has taken place.
- Graham Mollard has retired.

11.2 DB for Derbyshire

- A new apprentice TA has joined the panel.

11.3 GT for North Wales

- Nothing to report

11.4 SN for Southern England

- Issue already covered.

11.5 RH for South Wales



British Caving Association

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- Nothing to report

11.6 Feedback from the recent TA workshop

- Resources got a favourable response. Suggested a biology one be produced. SN agreed to lead on this
- Caving belts also discussed and RH will pull existing information together and involve E&T
- Request for the pulley Jammer testing and radon documents to be made available on the website.

12. .TC Report (NA)

- CNCC language guidelines were being considered along with the ACI but this was not a big issue.

13. T/As New, Resigned, Applied.

- MW to draft a letter to Graham Mollard whose involvement in the scheme goes back many many years.
- One new apprentice.

14. Exemptions /Extensions

- None but MW will discuss in general with GT

15. Date of Next Meeting

- 11th Jan 2021
- 10th May 2021