

# British Caving Association

## How to book onto a course

### Register with scheme

All candidates wishing to book onto a training or assessment course must be registered with the LCMLA & CIC award scheme. Candidates need only register once, for which there is a one-off fee for both the Local Cave and Mine Leader Award and Cave Instructor Certificate schemes. To register;

- Click here: <https://britishcaving.azolve.com/> and sign up
- Click on "Membership" and purchase LCMLA/CIC Scheme Membership
- A video which walks candidates through the sign-up process available here: <https://youtu.be/jo9IuUmx5FY>

### Register for a course

Courses are delivered by Trainer/Assessors following the award scheme syllabus. Trainer/Assessors must register all courses with the Qualification Management System (QMS), however in some cases may choose not to advertise the course publicly on the system.

Candidates can only book onto a course if the pre-requisites are met.

### Book onto a course through the Qualification Management System

- Log onto the QMS: <https://britishcaving.azolve.com/>
- Find a course
  - Click on Events & Courses
  - Select course type then region
  - Select a course
  - Click "Add to cart" (note in most cases candidates are unable to book onto a course if they do not meet the pre-requisites)
  - **Follow the payment method, even though the payment will be zero, and complete the order**

### Book onto a course direct with a Trainer/Assessor

If booking directly with a Trainer/Assessor, or for courses not advertised on the system, candidates will need to provide the following details (in the same format registered with the QMS) to the Trainer/Assessor so that they can add candidates to the course:

- First Name
- Last Name
- Membership Number (note this starts with ME)
- Date of Birth

In both cases, once booked onto a course the Trainer/Assessor will contact candidates with joining instructions, booking conditions and invoicing details.

**Please be aware that Trainer/Assessors may remove candidates from a course if the Trainer/Assessors bookings terms and conditions are not met.**

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### Cave & Mine Leader Training

Training courses are aimed at experienced cave and abandoned mine, explorers who aspire to be leaders in both horizontal cave and mine systems.

#### Pre-requisites

Register with the scheme

A minimum of 12 caving and 12 mine exploration trips, although at the discretion of the Trainer, a candidate can be accepted with less experience.

#### Course Overview

A three-day (24 hours) training course with a ratio of 1 trainer to 6 candidates. At least 12 hours should be spent underground. The training course can be undertaken in any region where both caves and mines are suitable.

The training course will have some elements of personal skill development, however, will primarily focus on leadership skills and techniques appropriate for leading groups within the remit of this award. It assumes candidates will have the basic level of competence in caving and mine exploration.

The training course will cover the key areas of the assessment syllabus listed below, with a tailored focus on areas candidates typically have difficulty with or identify with the Trainer/Assessor as requiring further input. QMC have prepared some resources that may support a candidate, these are available on the BCA website.

Trainer/Assessors may offer resources and guidance for a candidate to help further their knowledge however candidates are encouraged to familiarize themselves with the syllabus prior to attending a training course so they can identify areas they are unfamiliar with and address these with their trainer.

#### Resource Links

- [Cave & Mine Leader: Ropework](#)
- [Weather and its Effects on Caves](#)
- [Cave & Mine Leader: Water Safety](#)
- [Cave Emergency Card](#)
- [Long Churn Flash Flood Presentation](#)
- [Hydrology of Goydon Pot and Manchester Hole](#)
- [Mine Terminology](#)
- [Radon](#)

#### Syllabus

The full checklist used by Trainer/Assessors which forms the syllabus for this award is provided below. Candidates should ensure they are familiar with all aspects of the checklist prior to booking an assessment.

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## Core Skills Assessment Checklist

<p><b>Pre-trip checks</b>            Weather forecast &amp; sources            Water levels and fluctuations – recent rainfall / catchment areas            Effects of bad weather – surface            Access procedures            Conservation awareness – surface            Destination notes            Cave rescue call out procedure            Guidebook / survey information            Navigation – surface            Clothing – suitability for wet / dry venues            Helmet / belt / boots – suitability            Lighting – suitability / duration / maintenance etc            Technical gear – suitability / limitations / maintenance of rope / krabs / sling etc</p> <p><b>Underground emergency gear</b>            Spare lighting – suitability / duration            First aid kit            Emergency food            Survival – shelter / warmth            Knife            Writing material</p> <p><b>Underground hazards - generic</b>            Pollution            Weil's disease            Radon gas            Loose / slippery rocks            Holes            Deep / fast water            Awareness of flooding – speed of / likely effects            Difficulty of rescue            Statistics / common rescue incidents</p> <p><b>Underground hazards - cave</b>            Evidence of cave's reaction to flooding</p> <p><b>Underground hazards - mine</b>            Adit or other entrance            Roof supports            Bad ground            False floors            Stacked deads            Shafts – bypass method            Flooded shafts – bypass method            Submerged obstacles            Hoppers</p>	<p>Rotten stemples / ladders / staging            Cables / chains / pipework            Abandoned machinery            Old explosives / detonators            Dumped chemicals            Dangerous gases            Poor ventilation – treatment / action            Evidence of mine's reaction to flooding</p> <p><b>Surface hazards - mine</b>            Shaft tops            Loose shaft lining (ginging)            Unstable spoil heaps            Unfenced excavations (stopes)            Wheelpits            Abandoned buildings            Abandoned machinery            Unconsolidated slimes dams</p> <p><b>Conservation &amp; access -generic</b>            Flora &amp; fauna (inc. Bats &amp; hibernacula)            Effect of litter &amp; pollutants            Site specific            General            Public relations</p> <p><b>Conservation - mine</b>            Artefacts            Minerals / formations</p> <p><b>Cave environment</b>            Basic surface geology / topography / karst features            Cave development / bedding &amp; joints / passage shapes            Cave deposits            Temperatures / draughts            Fossils            Formations (speleothems)</p> <p><b>Technical skills</b>            Surface navigation in poor visibility / darkness            Underground movement skills – over a variety of passage types            Underground navigation / survey interpretation / timing            Suitable knots            Selection and use of suitable belay points (natural and artificial including bolts)            Lifelining rope only</p>
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<p>Lifeline using italian hitch / slings / krabs etc                  Assisted handline / hoist                  Traverse                  Improvised harness – rope only / other                  Handlines – limitations / position of leader                  Unprotected climbs – position of leader                  Use of fixed aids – chains / ladders / ropes                  Communications / group management                  Leadership / judgement</p> <p><b>Accident &amp; emergency procedures</b>                  Incident management                  Assessment / first aid treatment / plan of action                  Rescue call out                  Hypothermia – awareness / treatment / action</p>	<p>Light failure                  Cancellation of destination note                  Overdue problems                  Access to dry clothing</p> <p><b>History</b>                  Brief history of named mines                  General working methods                  Minerals obtained</p> <p><b>Access / law / information</b>                  Land ownership / access arrangements                  Mine ownership                  Mineral rights ownership                  Application of legislation                  Survey &amp; information sources                  Duty of care</p>
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## Group Day Assessment Checklist

<p><b>Suitability of Venue &amp; Trip for group</b>                  Weather Conditions / Water Levels / Flood Awareness                  Compliance with Access Procedures                  Surface Navigation / Care of Groups en-route to Venue                  Suitability of Clothing &amp; Personal Equipment of Group</p> <p><b>Vertical aspects</b>                  Appropriateness of technical equipment                  Protection of group on scrambles with and without a rope                  Suitability and effectiveness of technique for descent / ascent                  Own progression</p>	<p><b>Leadership Style / Rapport / Sensitivity to Group</b>                  Effectiveness of Party Management / Group Control &amp; Safety                  Education / Conservation / History etc                  Suitability of Group Briefings (Technical, Educational, Information, Hazards)                  Use of Assistant Leader(s) if appropriate                  Appropriate Emergency Kit &amp; Rescue Call-Out                  Organization &amp; Running of Day                  Duty of care</p>
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## Exemption From Attendance On A Training Course

Experienced cavers who already have substantial experience of personal caving and leading and supervising groups on caving trips may seek exemption from attendance on a training course.

## Your Next Step

Once a candidate has satisfied themselves that they are ready to be assessed, they can present themselves to a Cave Leader Trainer/Assessor provided the minimum personal exploration experience had been achieved.