

# 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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## Mine Leader Training

Training courses are aimed at mine explorers who aspire to be leaders in horizontal mine systems.

### Pre-requisites

Register with the scheme

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

### Course Overview

A two-day (16 hours) training course with a ratio of 1 trainer to 6 candidates. At least 6 hours should be spent underground. The training course can be undertaken in any region.

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 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](#)
- [Mine Terminology](#)
- [Radon](#)

### Syllabus

The assessment criteria for the core skills and group day is available here, the training course should cover the key areas of the assessment criteria although candidates will be required to further their understanding prior to assessment.

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## Core Skills Assessment Checklist

### Pre-trip checks

Weather forecast & source  
Water levels and fluctuations – recent rainfall / catchment areas  
Effects of bad weather – surface  
Access procedures  
Conservation awareness – surface  
Destination notes  
Mines / cave rescue call out procedure  
Guidebook / survey information  
Navigation – surface  
Clothing – suitability for wet / dry venues  
Helmet / belts / boots – suitability  
Lighting – suitability / duration / maintenance etc  
Technical gear – suitability / limitations / maintenance of rope / krab / sling etc

### Underground emergency gear

Spare lighting – suitability / duration  
First aid kit  
Emergency food  
Survival – shelter / warmth  
Knife  
Writing material

### Underground hazards

Adit or other entrance  
Roof supports  
Bad ground  
False floors  
Stacked deads  
Shafts – bypass method  
Flooded shafts – bypass method  
Submerged obstacles  
Hoppers  
Rotten stemples / ladders / staging  
Cables / chains / pipework  
Abandoned machinery  
Old explosives / detonators  
Dumped chemicals  
Dangerous gases (inc. Radon)  
Poor ventilation – treatment / action  
Weil's disease  
Pollution  
Loose / slippery rocks  
Deep water  
Awareness of flooding – speed of / likely effects  
Evidence of mine's reaction to flooding

Difficulty of rescue  
Statistics / common rescue incidents

### Surface hazards

Shaft tops  
Loose shaft lining (ginging)  
Unstable spoil heaps  
Unfenced excavations (stopes)  
Wheelpits  
Abandoned buildings  
Abandoned machinery  
Unconsolidated slimes dams

### Conservation

Artefacts  
Minerals / formations  
Flora & fauna (inc bats & hibernacula)  
Effect of litter & pollutants  
Public relations

### History

Brief history of named mines  
General working methods  
Minerals obtained

### Access / law / information

Land ownership / access arrangements  
Mine ownership  
Mineral rights ownership  
Application of legislation  
Survey & information sources  
Duty of care

### Technical skills

Surface navigation in poor visibility / darkness  
Underground navigation / survey interpretation / timing  
Suitable knots  
Selection and use of suitable belay points (natural and artificial including bolts)  
Lifelining rope only  
Lifelining using italian hitch / slings / krabs etc  
Assisted handline / hoist  
Traverse  
Improvised harness – rope only / other  
Unprotected climbs – position of leader  
Use of fixed aids – chains / ladders / ropes  
Communication / group management  
Leadership / judgement

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<b>Accident &amp; emergency procedures</b> Incident management Assessment / first aid treatment / plan of action Rescue call out Hypothermia – awareness / treatment / action	Light failure Cancellation of destination note Overdue problems Access to dry clothing
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## Group Day Assessment Checklist

<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 & Personal Equipment of Group  <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	<b>Leadership Style / Rapport / Sensitivity to Group</b> Effectiveness of Party Management / Group Control & Safety Education / Conservation / History etc Suitability of Group Briefings (Technical, Educational, Information, Hazards) Use of Assistant Leader(s) if appropriate Appropriate Emergency Kit & Rescue Call-Out Organization & Running of Day Duty of care
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## Exemption From Attendance On A Training Course

Experienced mine explorers who already have substantial experience of personal mine exploration and leading and supervising groups on mine exploration 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.