

## Trainer/Assessor Agreement

- To remain current with developments within the LCMLA and CIC (as appropriate) award schemes
- Deliver training and/or assessment courses within the remit of the award as outlined in the syllabus
- To actively uphold the ethos of both schemes
- To pay the annual membership fee (note T/As will not be able to log courses within the Qualification Management System unless membership has been purchased)
- To ensure your CIC award is valid by ensuring qualifications are updated prior to the expiry date of the award
- To be a member of the BCA
- To carry out at least one peer to peer course review OR one T/A Workshop each three-year period. If electing a peer to peer course review to follow the guidance notes for that process
- To attend at least one panel meeting per year for each panel of which you are a member
- To provide candidates the opportunity to feedback on any courses, preferably by making use of the BCA Leadership Course Review Form, and to review any feedback at regional panel meetings
- To accept that any BCA Leadership course run may be moderated
- To ensure you remain up to date in your knowledge of current best practice and equipment, and be able to demonstrate them to your clients
- When working on behalf of the BCA to abide by all access agreements, and to work with, and expect, the Regional Councils and Clubs controlling land encompassing caves, and access bodies, to work seriously towards achieving sustainable access for all cavers
- To report to the Chair of QMC any incidents / near misses as soon as possible. This process is confidential until both parties agree to share the information. The information will always be anonymous and will be shared with the intent of making it a learning process. A reporting form is available on the Training downloads web page
- To ensure relevant public and professional liability insurance is in place
- To ensure the timely update of any candidate's profiles on the Qualification Management System following all courses
- To support probationary T/As in the process of attaining their full status by allowing them to observe and /or assist in the delivery of courses with the agreement of the client or clients
- To follow the duty of care to the best of your ability and within the remit of your qualification
- To avoid all actions, including on-line, that may bring the BCA or its qualifications into disrepute
- To ensure best practice is followed in respect of GDPR, further guidance is available on the BCA website
- To agree to your personal contact details being retained by the BCA to enable the administration of the award scheme, in line with the BCA Privacy Notice, available on the BCA website