



# British Caving Association

Minutes of BCA Training Committee Meeting 12/05/15  
Held at Stafford Council Staff club

The meeting commenced at 10:00 am

## 1. Present

Nigel Ball	(NB)	Training Officer
Dan Irving	(DI)	CNCC
Nigel Atkins	(NA)	DCA Training Officer
Idris Williams	(IW)	ASCT
Gill Jordan	(GJ)	Administration Support
Mary Wilde	(MW)	Training Administrator
Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Dina Proctor	(DP)	NCP Rep
Alan Butcher	(AB)	CSCC

## Apologies for Absence

Phil Baker	(PB)	CIC Panel Chairman
Richard Hill	(RH)	CCC rep

## 2. Notification of AOB

**JP-S** Changes to minimum group numbers for modules 2 and 4  
**JP-S** Clarification of the revalidation process for members of SUI

## 3. Minutes of the Last Meeting.

**NA** proposed the minutes of the last meeting are a true record.  
 Seconded by **IW**.

## 4. Action Register and Matters Arising

### 5. Action Register

No	Action	By	Deadline	Done
	15/02/2011			
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'. Update 8/5/12 - No progress but hoping to complete this during the 'quiet' summer period Update 13/10/12 No progress but now planning complete S4B revamp. Update 07/05/2013 No progress. <b>Update 02/11/2013</b> Completely revamped form being trialled by 10 TAs. <b>Update 18/03/2014</b> Still in trial due to MW's workload <b>Update 20/05/14 MW:</b> completed and now ready to go. <b>NB</b>	<b>MW</b>		Discharged

	apologised that he had yet to review them but would have done so by the end of the week ( May 23 <sup>rd</sup> ) <b>Update 13/09/2014</b> New S4Bs for LCMLA and CIC have been issued.			
	18/02/2012			
013	MW to draft a flyer on that the BCA can offer club cavers. Update 8/5/12 No progress but hoping to complete this during the 'quiet' summer period. Update 13/10/12 Draft format created, ongoing Update 07/05/13 Agreed to raise priority above business as usual work. <b>Update 02/11/2013</b> MW has produced a draft and is waiting for response from BCA secretary. <b>Update 18/03/2014</b> MW to send the draft flyer to all present at this meeting for feedback. <b>Update 20/05/14</b> Feedback to date has been sparse. The feeling generally in the meeting is that this is ready to go subject to approval. Will be sent by MW to Les Williams and Damian Weare and other committee members. MW to get quote from supplier to print. <b>Update 13/09/2014</b> Flyer approved. Agreed to have 1000 printed and will attempt to get these done before Hidden Earth <b>Update 03/03/15</b> Flyers now printed. MW needs to get flyers out to clubs. MW will get list from BCA membership secretary. Ongoing <b>Update 12/05/15</b> This is still ongoing as MW is experiencing a heavy workload.	MW	ASAP	Ongoing
	08/05/2012			
021	NB to create a recreational cavers training course proposal and circulate before the next meeting. Update 13/10/12 Ongoing. Titles created but further work to be done. Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules <b>Update 02/11/2013</b> aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4. <b>Update 18/03/2014</b> Ongoing <b>Update 20/05/14</b> Ongoing (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.) <b>Update 13/09/2014</b> See agenda item 12. <b>Update 03/03/15</b> Ongoing. Moving forward but no further progress re clubs. Further discussion will take place with CHECC.	NB	Before Next Meeting	Ongoing
	13/10/2012			
031	<b>NB</b> to progress development of a CIC TA coaching course Update 07/05/13 action ongoing	NB	Next Meeting	

	<p><b>Update 02/11/2013</b> course material produced. Now considering how to deliver it to CICs.</p> <p><b>Update 18/03/2014</b> Initially to be delivered in two areas – N England and S England</p> <p><b>Update 20/05/14 Ongoing :</b></p> <p><b>Update 13/09/2014 Ongoing</b></p> <p><b>Update 03/03/15 Ongoing NB: This has gone back to the chair of CIC</b></p> <p><b>Update:</b> Hagg Farm 13/12/15 Ongoing</p>			Ongoing
	07/05/2013			
041	<p><b>GD and GM</b> to send their work on geology to <b>NB</b>.</p> <p><b>Update 02/11/2013</b> Ongoing</p> <p><b>Update 18/03/2014 Ongoing</b></p> <p><b>Update 20/05/14 Ongoing</b> ( <b>GM</b> has now pulled out)</p> <p><b>Update 13/09/2014 Ongoing</b></p> <p><b>Update 03/03/15 Ongoing</b> <b>NA</b> suggested use of Geology book “<b>Beneath Our Feet</b>” by Tim and Pam Fogg.</p> <p><b>Update 12/05/15</b> Copy of book has been received and is now at the Caving Library. Ongoing</p>	<b>GD/ GM</b>	ASAP	Ongoing
	02/11/2013			
042	<p><b>NB</b> to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves</p> <p><b>Update 18/03/2014 NB to invite a rep to the next meeting</b></p> <p><b>Update 20/05/14 Ongoing: AE</b> is happy to attend a TC meeting (to be arranged) and would also like to observe some training and assessment courses.</p> <p><b>Update 13/09/2014 AE still aims to attend and to observe some training and assessments.</b></p> <p><b>Update: 03/03/15 Ongoing</b> <b>NB</b> to contact DW re attendance.</p> <p><b>Update 12/05/15</b> AE will attend the September meeting of the TC.</p>	<b>NB</b>       <b>NB</b>	ASAP       ASAP	Ongoing
	18/03/2014			
059	<p><b>MW</b> to update the TA agreement and reissue in Jan 2015</p> <p><b>Update 20/05/14 Ongoing</b></p> <p><b>Update 13/09/2014 Ongoing</b></p> <p><b>Update 03/03/15 Discharged</b></p>	<b>MW</b>	Jan 2015	Discharged
	20/05/2014			
063	<p><b>NB</b> To research options for using Skype in subsequent meetings.</p> <p><b>Update 13/09/2014</b> Video conference facilities could be built for £200 per node plus £2000 per year for software.</p> <p><b>03/03/15 Update</b> <b>MW</b> suggested we try using Skype.</p> <p><b>Update 12/05/15</b> To go back to Council for discussion.</p>	<b>NB</b>	ASAP	Ongoing
064	<p><b>MW</b> To provide a flyer sent by <b>GM</b> re insurance info to go with new registration docs.</p>	<b>MW/ LP</b>	ASAP	

	<p><b>Update 13/09/2014 LP agreed to work with MW to put together an info sheet for the website and registration packs.</b></p> <p><b>Update 03/03/15 Ongoing. MW :</b> No info is forthcoming so MW will not send info out but will refer clients to the Insurance Company direct.</p>	<b>MW</b>		Discharged
065	<p><b>NB</b> To contact Leeds University re grant from TC. To clarify availability to BCA of film made during first aid course.</p> <p><b>Update 13/09/2014 There will be material available to the BCA. Grant agreed.</b></p>	<b>NB</b>	ASAP	Discharged
066	<p><b>MW</b> to contact Damien Weare and Les Williams re ratification of reverting to Draft 4 of the guidelines for Ts</p> <p><b>Update 13/09/2014 Done, but MW to contact DW to find out what happens next with the guidelines for Technical Advisors document.</b></p> <p><b>Update 03/03/15</b></p> <p><b>NB</b> to send latest draft version after suggested amendments from a council member, to <b>DW, LW and MW</b></p> <p><b>Update 12/05/15</b> Now placed on website by <b>DW</b></p>	<b>MW</b>       <b>NB</b>	ASAP       ASAP	Discharged
067	<p><b>NB</b> to assign tasks re TC structure review</p> <p><b>Update 13/09/2014</b> See agenda item 13.</p>	<b>NB</b>	ASAP	Discharged
068	<p><b>NB</b> to send letters of thanks to Dave Elliot and Phil Booth</p> <p><b>Update 13/09/2014 Letter sent.</b></p>	<b>NB</b>		Discharged
069	<p><b>MW</b> to order PLOW cards to be printed and laminated then send invoice to BCA treasurer.</p> <p><b>Update 13/09/2014 Cards produced and to be sent out with registrations and placed as free issue in various equipment shops</b></p>	<b>MW</b>		Discharged
070	<p><b>NB</b> to alter some of the wording in the TA Appointments document.</p> <p><b>Update 13/09/2014 Ongoing</b></p> <p><b>Update 03/03/15 NB</b> presented revised/reworded document to the meeting. To be discussed at next NCP meeting. <b>NB</b> will present.</p> <p><b>Update 12/05/15</b> Review at next NCP. Include in next agenda.</p>	<b>NB</b>	ASAP	Ongoing
071	<p><b>NB</b> to report to council that a voluntary rewrite of the LCML scheme is no longer an option.</p> <p><b>Update 13/09/2014</b> Ongoing - See matters arising</p> <p><b>Update 03/03/15 NB</b> will contact GE on S Wales panel.</p>	<b>NB</b>	ASAP	Ongoing
072	<p><b>NB</b> to contact <b>MW</b> re parity of SIU and BCA awards document. (Mines and admin).</p> <p><b>Update 13/09/2014 Ongoing</b></p> <p><b>Update 03/03/15</b> Document has been amended by NB.</p>	<b>NB</b> <b>MW</b>	ASAP	Discharged
	<b>13/09/2014</b>			
073	<p><b>MW</b> to scope out the work required the bring the existing LCMLA handbook up to date</p>	<b>MW</b>	ASAP	Discharged
074	<p><b>LP</b> to discuss the proposed restructure of the meetings model</p>	<b>LP</b>	Next	Ongoing

	with the other ALOs <b>Update 03/03/15</b> Ongoing.		Meeting	
075	<b>MW</b> to ensure Scout Team Training exemption from LCMLA training is added to the next NCP agenda.	<b>MW</b>	Next NCP	Discharged
076	<b>MW</b> to ensure that “revisit the rules for Recreational Caver Training “ be added to the agenda for the next TC meeting	<b>MW</b>	Next TC	Discharged
	<b>03/03/15</b>			
077	<b>NB</b> to approach GD regarding 041. NB to contact GM re diagrams. Put issue to NCP re putting a document together. <b>Update 12/05/15</b> <b>GW</b> has the relevant documents which will be collected ASAP by <b>NB</b>	<b>NB</b>	ASAP	Ongoing
078	<b>DB</b> To formalise the statement made in 5.2.2 re the TC structure review.	<b>DB</b>	ASAP	Discharged
079	<b>RE 070</b> : <b>NB</b> to present revisions to the TA Appointments document at next NCP meeting.	<b>NB</b>	Next NCP	
080	<b>PB</b> 's CIC panel report (point 4) to be sent back to CIC panel with comments from NB to be taken into consideration. <b>Update 12/05/15</b> CIC panel had further discussion. Outcome was that after a vote of 6 for, and 1 against that candidates can choose their own lead assessor (excluding the person who trained them) and BCA would allocate the second assessor on a rota basis. TC will ask for clarification from BCA exec regarding the legal status of the above decision.	<b>NB</b>	Next CIC  ASAP	
081	<b>MW</b> to write to suspended probationers and tell them that they have a month in which to pay outstanding fees.	<b>MW</b>	ASAP	Discharged
082	<b>NB</b> Moderation paperwork to go ahead in its current format.	<b>NB</b>	ASAP	Discharged
083	<b>MW</b> To archive TC and NCP minutes in the BCRA library.	<b>MW</b>	ASAP	Ongoing
084	<b>NB</b> to place Criteria for Recreational Training Grants as an agenda item for the next TC meeting.	<b>NB</b>		Ongoing
085	<b>NB</b> To raise the issue of access to caving sites in South Wales personally, with Andy Eavis. <b>Update 12/05/15</b> NB to continue this discussion with AE in September.	<b>NB</b>	ASAP	Ongoing
	<b>12/05/15</b>			
086	<b>NB</b> To write a letter to a named organisation expressing <b>TC</b> 's concerns about photographs of clients on their website, wearing clothing that is not appropriate to the venue.	<b>NB</b>	ASAP	
087	<b>MW</b> To amend current leaflets re. Caver Training Grants so that a “special offer” is made available which subsidises courses with a MINIMUM of four clients, at £25 pounds per person.	<b>MW</b>	ASAP	
088	<b>NB</b> To review action 087 at subsequent <b>TC</b> meetings.	<b>NB</b>	Next TC	
089	<b>MW</b> To write a letter to an applicant who has requested direct access to the CIC scheme. Send to <b>NB</b> for approval <i>first</i> . (see point 11 on the minutes for further details).	<b>MW</b>	ASAP	
090	<b>MW</b> To send a letter to all CICs to inform them of the decision made by <b>TC</b> regarding the matter in action <b>089</b> .	<b>MW</b>	ASAP	

091	<b>MW</b> to send out a change notice to all T/As to inform them that when they are doing group days for Modules 2 or 4, the report must start with a comment that denotes the <i>type</i> of group and the numbers within that group.	<b>MW</b>	ASAP	
092	<b>DP</b> To draft a proposal re. T/As running revalidation courses at LCLMA level. ( See point 4.2.2 below in Matters Arising). Proposal to be sent out for discussion before the next NCP meeting.	<b>DP</b>	ASAP	

## 5.1 Matters Arising

5.1.1 (Matters Arising item 12.4 on last minutes)

### 5.2 Trainer Assessors Operating at LCLMA Level.

**DP** suggested that before revalidation, candidates should do their own research for sites re endorsement. Candidates will then need an endorsement in email form, for example, to OK the site.

**NB** proposed that this issue be sent to NCP for discussion. **DP** will formulate a proposal and will send out for discussion before the next NCP.

### 5.3 Reports from Regional Councils

#### 5.4 CSCC (AB)

**AB** informed Training Committee that he is now the Chairman of CSCC and Chris Binding is the CSCC Training Officer.

CSCC is putting on a winter training event for caving clubs.

#### 5.5 CNCC (DI)

**DI** introduced himself as new Training Officer for CNCC. He announced that currently some training courses are being planned for CNCC member clubs.

#### 5.6 DCA (NA)

Cliff Hanger event to take place this year.

Two training workshops have taken place this year for club cavers and both were well attended.

There are two new Trainer Assessors.

**NA** has organised the running of a module 3 SRT Assessment for club cavers in July 2015, run by **NA** (as a CIC holder.)

#### 5.7 CCC

Nothing to report.

## 6. Applications for Training Grants

None

## 7. National Co-ordinating Panel Report

**DP** : Summarised the NCP report to the meeting.

**NA** raised the issue of clients appearing on a certain website, wearing clothing which is not appropriate to the venue. Does this not bring into question the professionalism of cavers, and also bring BCA into disrepute?

**AB** Suggested that the BCA scheme may need to be reviewed to reflect the profile of the groups who now go into cave systems.

General discussion took place re this issue. **TC** will express its concern and **NB** will write a letter to the named organisation regarding this matter.

## **8. CIC Panel Report**

**NB** Issues relating to Skype re conferencing, were raised.

**Still awaiting a paper regarding the CIC Revalidation process.**

Coaching meeting to take place 13<sup>th</sup> December 2015.

There have been five applications to start the CIC Assessment process.

**MW** One person has requested to downgrade to Level 2.

## **9. Caving Awards for Children**

**SN** will address this matter in June 2015.

## **10. Rules for Recreational Caver Training Grants (IW)**

**IW** stated that we need to discuss the interpretation of the current rules.

General discussion took place regarding grants and how they are made.

**AB** suggested there be a one off payment of £100 from BCA to fund a training course which could then be divided between the trainers.

**NB/DI** Should the payment be a one off ,or should it be divided into different areas?

**MW** Suggested that a one off payment could be advertised/inserted as a special offer on the current leaflet.

**AB** agreed that a subsidy would be clearer and easier than the current system, but within limits. This could be trialled for 12 months.

**IW** proposed that we post a special offer on the current leaflets which would offer £25 per person with a compulsory minimum of 4 people per course. The application process would remain the same.

Seconded by **AB**. To commence as of now. To be reviewed at subsequent TC meetings.

## **11. Application for direct access to CIC Scheme**

The candidate's application was perused by the Training Committee and discussed.

**DI** felt that the application showed lack of detail re caving experience.

**NA** was concerned about lack of Level 1 experience.

**DI** questioned the candidate's experience of working with clients eg. coaching skills.

**DP** questioned whether the candidate could show proficiency leading a group. Could the candidate lead a Level 2 group day and do a home research paper based on Level 1 knowledge?

**NB** suggested that we build upon **DP's** idea and that the candidate does a Level 1 / 2 group day with combined home research paper.

**NA** stated that a CIC Trainer/Assessor should be involved as the candidate's assessor.

**MW** will write a letter to the applicant with the decision of the Training Committee. It will outline the need for evidence of group leadership experience and knowledge of cave/environment conservation. The applicant will then contact an assessor. Payment will be made to the Trainer/ Assessor. **MW** will draft a letter to be approved by **NB**. Letter will then be sent from **MW** to CICs, to inform them of the decision made by TC re. this matter.

## **12. A.O.B.**

### **12.1 JP-S (raised by a Head of Centre). Concerns regarding minimum numbers for Module 4.**

**NB** outlined the difference between Level 1 and Level 2 assessment. Eg. To qualify at Level 1, the candidate must demonstrate that they are proficient at leading a group. **NB** also explained the reasoning behind the decisions made. The need for good quality reporting in the 4b comments section is important. These comments should be sufficiently detailed and give useful, appropriate information for would be employers, for example. This information should include the size and type of group, and a description of the venue. T/A workshops need to highlight this issue.

**MW** to send out a change notice to all T/As to inform them that when they are doing group days for Modules 2 or 4, the report must start with a comment that denotes the *type* of group and the numbers within that group.

### **12.2 Parity of SUI Awards**

#### **JP-S (raised by a Head of Centre)**

**NB** Reinforced that the SUI Award *does* have parity with that of the BCA. Regarding the revalidation issue, **NB** stated that the number of people involved would be very small.

## **13. Dates and Places of Next Meetings.**

**TC** : 19<sup>th</sup> September 2015    Caving Library, Derbyshire  
16<sup>th</sup> December 2015    by video conference

**The Meeting closed at 13.20**