

Minutes of NCA Training Committee held on 5th April 2003 at the Staffs CC S&S Club at 10.30 a.m.

Present            Idris Williams NCA Training Officer  
                     Steve Holding     (NAMHO)  
                     Paul Ramsden    (CNCC)  
                     Nigel Atkins     (DCA)  
                     Graham Mollard NCP  
                     John Cliffe     Co-opted  
                     Steve Tomalin   Forest of Dean

1. Apologies Tom Redfern (ACI)

2. Minutes of meeting 21st December 2002. The minutes were agreed as being a true record.

3. Matters arising from the minutes. 5B The issue of the CIC handbook was delayed and due to personal circumstances Bob Mehew was unable to finish this off. Dave Edwards has stepped into the breach but it is unclear at this point how

long it would be before it could be issued.

5E. ACI had now become a full member body of NCA.

11 A Risk Participation Statement. PR had discussed this with Dave Judson and a BRCA publication on the subject was now available. This issue should be placed on the agenda of the next meeting, by which time all members should have read the publication.

Action:- All committee members

11 B Advice to cavers on equipment and other matters. At present the NCA is able to offer very little advice to cavers. It was felt that this should be rectified if

only because of insurance concerns. Some years ago Des Marshall started to compile a booklet on this subject and IW was asked to contact him with a view to resurrecting this project. PR was to discuss equipment matters with Les Sykes. Chips Rafferty had enquired about the possibility of Training Committee sponsoring publications on weather and and rigging. IW suggested a search through existing publications for possible sources of advice on all relevant subjects.

Action:- PR & IW

11C Minimum Impact Caving Code. It had become apparent that the original max. recommended party size of 4 had been now increased to 6. This still took no account of the needs of neither, led caving in the voluntary sector and the commercial sector, nor indeed of the varying susceptibilities of different caves to accidental damage. It was felt that this recommendation needed fresh examination and IW was asked to take this up with NCA Council. PR to contact the NCA Conservation & Access Officer.

Action:- IW & PR

11D Child Protection Policy. Representation was made, that the NCA policy conflicted with the policies of other organisations, such as Education Authorities, Activity Centres and Voluntary Youth Organisations. It is felt that the NCA policy forms ideal guidance for Caving Clubs. However in respect of led caving, which is carried out by persons trained and selected (including criminal record searches), to carry out the task of working with young people the policies of these specialist organisations should take precedence over the NCA policy. IW was asked to raise this matter with NCA council.

Action:- IW

#### 4. Report Back from National Coordinating Panel

There was discussion on the circulation of minutes. It was agreed that NCP minutes should be circulated to all members of Training Committee, all members of the panel and a copy placed with the Training Admin Provider.

In order to speed up appointments and the like it was agreed that NCP chairman would process the application, check out the paperwork with the Admin Provider, contact panel members and could allow the application to proceed with ratification at the next meeting. It was vital that these appointments are minuted in case of future challenge.

Trainer/Assessors. John Crowsley was recognised as a Mines Assessor. Richard Hill Was recognised as upgrading from a Level 1 Assessor to level 2

These were endorsed by Training Committee  
Barry Allbut had written in asking to become a trainee assessor. GM would take this to Northern Panel in June.  
Jon Beavan apparently been approved as a Trainer/assessor at Northern Panel, but this had missed NCP. Subject to verification by Duncan Morrison and the paperwork being in order this was approved.

Action:- GM & DM

#### 5. Report back from the CIC Panel.

3 (6.4) Revalidation fee agreed at £120.

13. Parts of the syllabus to be available to candidates. The panel had revisited this issue and come to the conclusion that some parts were irrelevant to candidates and could be omitted to save space (for example administrative details for trainers). Ideally sample questions should be available, but to save drafting time these would be circulated later, via the website, when a range of suitable questions had been assembled together with an expected standard of answer.

15. Fee increases agreed.

#### 6. A Trainer/assessor disciplinary matter. Confidential

#### 7. NCA 4 Year Development Plan.

The committee had been provided with an extract from the plan as it affected training, but was not completely clear about what was required at this stage. It was decided to review the operation of the plan for the current year:-

##### 2.2 Professional

a) Facilitate shake down of schemes and the development of the ACI.

The detailed objectives for this are:-

e) Hold three meetings of representatives of users of the schemes during 2003.

After debate about the definition of users it was agreed that the meetings of the National Coordinating Panel and the Cave Instructor Panel, which had taken place and were planned would satisfy this.

f) Negotiate with ACI to be a constitutional body member of NCA. As ACI had been accepted as a full member at NCA AGM this was completed.

g) Promote scheme and achieve 270 new registrations by the end of the year. It was to early in the year to be sure but indications were that this target would be achieved.

h) Promote revalidations and achieve 100 revalidations. Again to soon to be sure but indications were good.

It is intended to look into:-

? Creating a variant on the LMCLA scheme for specific caves. This had been touched on at NCP and it was agreed that the Panels, Area, National and CIC would look into this with a view to determining the need for a scheme and establishing its form.

? Improving the ability to progress between LCMLA and CIC. It was not thought there was any particular obstacle in progress. The step was of necessity a big one in terms of training and assessment. The publication of the CIC handbook would help to make the route clearer to those wishing to do this.

? Improve LMCLA/CIC database. Work was already in hand to determine requirements and costs.

### 2.3 Recreational

a) Maintain training courses and obtain agreement on expansion of the professional scheme to cover recreational cavers. It was thought unlikely that recreational cavers would accept a scheme of qualifications, all that could be done under this heading is to promote training sessions for club trainers.

i) Achieve agreement on expansion of professional scheme to recreational cavers and produce a programme of work by the end of the year. Training sessions, this year, for club trainers proposed by DCA were to be discussed later. The object of these would be to demonstrate what was available rather than to train the trainers in training techniques. Another possible way forward would be for individual Trainer/assessors to mentor clubs and provide training.

ii) Continue negotiations with the Scout Association. A report on this was to be discussed later.

iii) Enhancement of support for University Clubs and hold seminar. The seminar was being planned and a report on other support was to be discussed later.

iv) Provide 10 SRT courses this year. The current situation was that one(the

DCA event) had taken place, one was planned (the Uni Seminar) and two were anticipated (Hidden Earth and a DCA event).

- ? Developing advice to University Clubs to be discussed later
- ? Developing club training material.

The whole issue of advice to cavers generally was discussed. At present a caver was unable to turn to the NCA for advice on techniques, equipment and similar issues such as the publications suggested at CIC Panel on weather and rigging. It was felt that this issue should be pursued. In the past Des Marshall had started to gather material for this but the project had stalled.

Action:- IW to contact him, with a view to resurrecting the project.

- ? Monitor developments in NVQ

It was suggested that the plan be the subject of Email discussions before the next meeting.

Action:- IW to initiate discussion.

#### 8. Scout Association Authorisation Scheme.

The document produced by The Training Technical Advice provider was tabled. SH queried the proposal to involve full LMCLA qualifications for mines. IW replied that although it was unclear if Scouts would be subject to HSE rules, it was felt best to go down this route in view of the uncertainty, although for some very simple stable mines some form of exemption might be required.

In view of the short time left it was agreed to continue this as an "Email" discussion.

The results of the "email" discussion, (extended to all members of the committee, including those not present at the meeting), revealed a groundswell of opinion, on the committee against the Scout Association proposals, as contained in the document. Considerable dis-satisfaction to continuing the discussion in this manner, was also expressed. As there is a need to identify the reasons for rejection or further discussion to clarify the issue leading to acceptance, the Training Officer decided to place this matter back on the agenda for the next meeting

#### 9. University Clubs.

At the seminar in December it had been asked if the "Guidelines for University and College Caving Clubs" could be re-written and brought up to date. The college club federation had not yet addressed this. However the Training Officers request for an update sparked a discussion amongst some club reps. who were clearly divided in their thoughts on what was needed.

9. Training Grants.

a). Grant applications received.

DCA/NCA 1st/2nd March. This had taken place. Numbers were down as due to previous confusion about whether it would be funded by NCA, there had been a lack of advertising. The grant requested had now been reduced to £300 from the £600 allocated.

DCRO 10th May £50 had been allocated with a promise of a further £50 if numbers were increased.

CSSCC First Aid Cert. Grant aid had been refused for this as a Health & Safety at Work Certificate was proposed.

HEUG This was going on while the meeting was in progress and £220 was allocated.

University Seminar Nov/Dec. Some details had been received £200 had been allocated by the last meeting.

The following received at the meeting.

DCA June/July	Vertical(Non SRT) Workshop for Club Trainers	£180
allocated.		

DCA June/July	Cave Rescue Workshop for Club Trainers	Held
pending as		
duplicates DCRO event already approved.		

DCA Sept	Cave Leaders workshop for Club Trainers	£115
allocated		

DCA Oct	SRT Workshop for Club Trainers	£200
allocated		

DCA/NCA	March 2004	Caver Event	Held pending next years budget
but			
preliminary approval given.			

Hidden Earth BCRA. NCA is anxious to fund the cost of a CIC to provide SRT training at this event but had not been requested as yet. G Mollard offers to find a CIC

for the event. IW to chase BRCA to see if this is required.

Action:- GM & IW

There is a clear need for more SRT courses there being only 4 include in the above.

Action:- All regional reps to promote this within their regions.

b) Suggested training grant guidelines.

This was approved subject to amendments, emphasising the need for SRT training, NCA reserving the right to fund NCA sponsored events up to 100% and giving grants of 100% for events costing under £100.

c) Suggested grant application form.

This was approved for use.

d) Location of SRT training kits.

It was not clear where the original ones were located, or indeed the new ones recently purchased. J.Cliffe offered to act as a guardian to these when located.

Action:- All to track these down and forward to John.

#### 10. Any other Business

a. The Adventure Activities Licensing Authority had sent a consultation document about its future role but many members had responded in other capacities. The Training Committee had no view on the future for AALA but instructed the Training Officer to respond requesting that AALA only recognise LCMLA or CIC holders as being qualified to take young people underground.

b. The Winter Newsletter from the Institute of Outdoor Learning had been received. Copy with the Training Officer.

c. The DCA had sent a copy of the Jugholes Interpretation Pack. The DCA wished to draw this document to the attention of the Training Committee.

#### 11. Dates of next Meetings

Dates 26th July 27th Sept & 20th Dec were agreed all 10.00 a.m. at Stafford.