



British Caving Association

Minutes of BCA Training Committee held on Tuesday 15th February 2011
at Staffordshire Council Staff Club, Stafford

The meeting commenced at 10:00.

1. Present

Graham Mollard (GM)	Training Officer
Tom Peacock (TP)	Chairman of National Co-ordinating Panel
Nigel Ball (NB)	Chairman of CIC Panel
Juliet Parker-Smith (JP-S)	Heads of Centres Rep
Barry Albutt (BA)	Joint Service Panel
Idris Williams (IW)	Association Of Scout Caving Teams.
Tom Redfern (TR)	ACI Rep
Mary Wilde (MW)	Training Administrator

2. Apologies For Absence

Mike McCombe (MM)	CCC
Nigel Atkins (NA)	DCA Training Officer

3. Minutes of the Meeting Held on 16th October 2010.

TR asked for clarification of a point on LCMLA Revalidation (see last minutes **4.3**). The statement said 'Anyone who tries to book after the 6 week period will be refused'. **GM** said that this should have said 'Where a course has not been confirmed, people trying to book later than 6 weeks in advance may be rejected'. This generated a brief discussion on late booking with the conclusion that if at least four candidates wish to book on an unconfirmed course and the Course Director is still happy to run the course then after checking with **GM** that course could go ahead. (Any less than four candidates would result in a loss making course which is unacceptable for late bookings).

4. Matters Arising

4.1 TR pointed out that agenda item 7 should be BCA Council Report not BCA Exec report. **MW** agreed and added that Damian Weare had already flagged this.

4.2 TR stated that as a constituent body of the BCA the ACI has right to hold a seat on the Training Committee. **IW** said that he too wished to retain his seat. Further discussion was then postponed until agenda item 8.

4.3 MW confirmed that her actions had been completed. The LCMLA Revalidation Workshop Application form had been revamped in the light of the new booking process. She added that for some while old forms are likely to appear as they had been sent out 12 months in advance.

A brief note will be sent with all North Wales Level Two certificates explaining that SRT Skills for leader may have to be added if they wish to transfer to a new region.

MW also proposed to send a status update to all T/A's in August each year to ensure they were aware of the position with regard to the T/A agreement (such as attendance of panels and maintenance of their own CIC /LCMLA award). The meeting felt this was worthwhile.

5. NCP Report (TP)

5.1 Revalidation Workshops

The NCP discussed LCMLA Revalidation Workshop cancellations (which has been covered previously in these minutes). **TP** noted that ALO's now receive a list of people due for revalidation in their region every 6 months, which allows them to encourage bookings proactively. The new Core Skills Reassessment (with revalidation) following expired certificates was also discussed.

5.2 NW Level 2 SRT

The NCP had discussed the new 'North Wales Level 2 Excluding SRT'. This generated further discussion at the TC meeting regarding the actual wording on Section 5 certificates. The conclusion was that **MW** would remove the wording 'Abseil For Group and SRT For Leader' from all Level 2 certificate masters. In future certificates will state 'and SRT for Leader' or 'excluding SRT for Leader'. **MW** will also add an option on the S4B form to allow T/As to select 'training excluding SRT skills'.

5.3 Regional Differences

The NCP felt that some general thought should be given to differences between regions when transfers take place. For instance, NW may not need to emphasise flooding issues to the same degree as NE.

5.4 Topics for T/A and Revalidation Workshops

- Regional terminology – uniformity of standards.
- Flooding and regional transfer modules. Would one big T/A workshop per year help with sharing of regional differences?
- What constitutes a pass for a Level One Group Day
- L2 traverse lines
- Should we be using crabs without a CE mark
- Rope weight.
- Suitability of lights (main or secondary) as so many types are now available.
- Longevity of caving equipment, ropes, crabs, helmets etc.
- Modern belaying techniques.
- Post assessment feedback form.

5.5 Other Topics Discussed at NCP.

- CIC panel meeting - new scoring system.
- BCA Council and the role/powers of the Training Officer.
- The new committee and who would have a seat. The NCP agreed that the ACI should be represented.
- The Manchester/Goyden document needs to include a survey. **GM** will provide one for **MW** to add to the existing document.
- Changes to the L2 check lists. **TR** added at the TC that we should simply rubber stamp these changes but **NB** cautioned that the CIC panel has important input to those check lists – the two schemes must be in harmony regarding techniques. The updated checklists are appended to these minutes.

SRT for Leader – the NCP flagged that in the minutes of the TC meeting on 16/10/10 there was a statement in section 4.1 that said 'no rigging skills were required'. It was acknowledged that this was incorrect and the leader would of course need to be capable of rigging for his or her group abseil and his/her own SRT.

- A proposal to set up scoring system for LCMLA similar to that now used in CIC was rejected.
- The NCP went on to discuss what constitutes a pass for a Level One Group Day and the following list was created:-

Aspects That Would Contribute to a PASS

- Appropriate trip selected
- Selection of an appropriate group for the trip
- Awareness of the needs of each individual throughout the trip.
- Clear organisation including aspects such as - insurance, letters to parents, and planning.
- Correct equipment
- Delivery of an initial briefing
- Delivery of a trip that is appropriately interesting, fun, challenging, adventurous, informative and at the correct pace for the group.
- Consideration of conservation
- Presence of an appropriate emergency kit for the group and the knowledge of how to use it.
- Good group management and control.
- Appropriate management of child protection.
- The ability to resolve an unexpected problem safely.
- The question 'would I let this person take my children underground?'

The question of whether the need for an intervention would automatically lead to a fail was discussed. The conclusion was that it would depend entirely on the specific reason for intervention.

5.6 Training Exemption for 1 Candidate (MW for GM)

The NCP had been asked to consider a CIC training exemption for a very experienced candidate. During the discussion it emerged that the whole question required clarification. It was not clear whether the intention was to issue the candidate with an LCMLA certificate or if he would simply by-pass LCMLA. It was the feeling of the NCP meeting that if he were to receive an LCMLA certificate at Level 2 he should at least undertake a Module 4 assessment. If he were to bypass LCMLA all together that this would be an exception to the prerequisites for CIC and therefore up to the CIC panel to decide.

A discussion on this then followed at the TC and some of the key points were: -

TR felt that the prerequisites for CIC should stand
GM and **NB** pointed out that there is an exception rule to the CIC prerequisites.
BA asked why this person had only just decided to join up if he was such an experienced caver and **GM** explained that he had recently resigned from his current post and was now in a position to exploit his own experience by becoming a CIC.

Eventually the following three options were put forward.

1. The candidate undertakes a combined module 2, 4 and 5 assessment. This would satisfy the need to see him demonstrate his group skills and he would gain a Level 2 LCMLA certificate.
2. Progress directly to CIC training but without being awarded an LCMLA certificate.
3. Allow the candidate to choose between option 1 and 2.

A vote was taken and all but one was in favour of option 2. **GM** to feedback the decision to the candidate in question

5.7 Regional Panel Report – Key Issues.

SW - Ease of rescue is now considered as a reason for removing a site from the master list.

Derbys - Discussed an issue regarding the use of non inspected mines. A statement made by Steve Pope regarding the use of non inspected mines appears to have been misquoted. **IW** said that inspections were for work purposes rather than the voluntary sector but that the inspection rule will have to be imposed upon the Scouts in due course. **GM** has discussed this issue with Gavin Howatt from the HSE with the conclusion that the duty of care is paramount for anyone working in mine as either an LCMLA or CIC therefore non inspected mines should not be used.

SE - Asked whether contribution by telephone/email would count as that person having attended a panel meeting. **GM** rejected this

SE - Considered whether high Co2 was a reason for removing a cave from the site list. This resulted in a discussion at the TC. **IW** said that sites with high Co2 were simply not suitable.

TR questioned the balance of responsibility between the panels and employers (for instance, an employer may condone the use of a site which has been removed from the list by a panel).

6. CIC Report –NB

There had been a recent CIC meeting and the new syllabus is nearing completion. A subcommittee has been set up to report back on appropriate methods for evacuation of people from ropes.

The new scoring system had worked effectively for two recent assessments.

There is work outstanding on the checklists and statements for module 3.

7. BCA Council Report - GM

The new LCMLA Revalidation rules and process were endorsed.

A £700 profit was recorded in 2010.

CSRs will be organised centrally by **MW** on a rota basis per region. The rate of payment has not yet been agreed. This generated discussion at the TC. **TP** felt it would be unfair if the first contact by a candidate regarding a CSR was to a different T/A from the one who received the work. **TR** was concerned that if the charge was too high it might be cheaper for the candidate to simply register and undergo full reassessment. **GM** said it was important that candidates were encouraged to revalidate on time and that within a couple of years the new CSR would be a very rare occurrence. **IW** was concerned that some people would drop out of the scheme altogether.

TR feared that managing the CSR process centrally goes against the local aspect of the scheme.

BA noted that some other professional qualifications do not have to be revalidated but **J P-S** felt that revalidation was strength of the BCA scheme. The Northern Panel had proposed a fee of £25 for admin and £150 for the T/A. A vote was taken on this and passed unanimously.

When approached to organise a CSR **MW** is to ask the candidate if they wish to undertake it in a specific region. The CSR will then be offered to the first person of that regions rota.

MW highlighted the need to carry out a broader publicity campaign for the new revalidation process. The following routes were suggested:-

Speleology, note to all centres, the website and push publicity via Facebook. (The Council having given the go ahead for a BCA Training Facebook page to be set up. This page will be restricted so that only the administrator can post information to prevent inappropriate posts by followers).

GM and **TP** have been given the go ahead to visit Ireland for discussions with John Sweeney regarding LCMLA/CIC implementation.

Mileage expenses have been raised to 25p per mile and 30p for employed staff. .

8. The New Committee

GM received responses to his letter regarding the proposed new committee from the following constituent bodies:-

CDG, NAMHO, CCC, William Pengelly Trust, DCA and ACI

Replies were pending from CNCC, CHEC and CSCC

The general impression was that they wished to retain their seats and were in favour of a yearly meeting with their business being covered by the first agenda item.

TP said the new committee should undergo a trial period. **TR** was concerned that the new meeting would be very weighty and that to work it would have to be very tightly run. A suggestion was made that sub committees could address certain issues and report back. The Training Officer would not need to attend every sub committee.

IW was concerned that the new committee might widen differences between the BCA and regional councils rather than bringing them together. **TR** preferred the idea of retaining the current structure but with increased efficiency. For instance, the minutes of the NCP should be circulated to all TC members beforehand and the TC would simply need to highlight issues arising.

Having listened to the discussion **GM** stated that no decision had yet been made by the BCA Council. **TR** said that **GM** needed to ensure the Council were aware of the feedback from the last TC. **GM** said that this had been done and at the last TC a vote was taken on the new committee in principal and which was carried by 4 votes to 1.

GM summed up by saying that he presumes the final decision will be made by BCA Council at the next meeting on March 26th.

9. New Trainer Assessors

Duncan Morrison is now a CIC T/A and Kev West had been reinstated as an LCMLA T/A for Derbyshire following a period out of the area.

10. Grants

Grants have been approved for a surveying course being run by the CSCC and several courses being run by the DCA.

NB asked whether any constituent group could apply for funding for training and **GM** said that this was the case.

11. Northern Panel Updates

All points covered by previous agenda items.

12. Any Other Business

JS-P asked if panel meeting minutes should go on the website. (After the meeting **MW** checked and these are not normally posted on the website. This could be done but we would need to ensure the content was appropriate).

BA invited all to attend a Military Exercise in which is planned for July.

13. Dates and place of next meetings

Saturday 14th May 2011

Monday 10th September 2011

The Meeting closed at 13:15

Training Committee Action Register

No	Action	By	Deadline	Done
	15/02/2011			
001	MW to remove the wording 'Abseil For Group and SRT For Leader' from all Level 2 certificate masters.	MW	ASAP	
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'.	MW	ASAP	
003	GM to send a survey of the Manchester/Goyden system to MW for the flooding document	GM/MW	ASAP	
004	GM to feedback the decision on CIC training exemption to the candidate in question	GM	ASAP	
005	MW to set up the new CSR booking process	MW	ASAP	
006	MW to carry out an enhanced publicity drive regarding the new revalidation process.	MW	ASAP	

1.1.1. 6.3.3 MODULE 3 CHECK LIST – VERTICAL SKILLS ASSESSMENT –
LEVEL 2 – CAVE OR MINE

Name		Date of assessment	
Registration No	Date	Date of birth	
Core Skills Assessment Date		Assessor	
Group Skills Assessment Date		Assessor	

<p>VERTICAL EQUIPMENT Leader's Personal Equipment – suitability / care Choice and suitability of equipment for group members' use – harness / cows tails / descender etc Knowledge of PPE regulations and Equipment Standards Ropes – types / construction / longevity / usage / storage / care etc Karabiner / Maillons – types / usage / limitations etc Ladders / Spreaders / Tethers – types / construction / linkage / limitations / coiling / storage etc Descenders / Ascenders / Pulleys / Belay devices etc – types / usage / limitations Bolt hangers – types / usage / limitations</p> <p>KNOTS Use of an appropriate range of knots Knowledge of suitability / limitations</p> <p>RIGGING Equipment Preparation / Packing Rigger Protection – methods and their advantages / limitations Natural Anchors – suitability and use Artificial Anchors – pre-use checks Knowledge of Fall Factors Traverse Lines , Tyrolean (possibly just for NW) Belay systems – construction using rope / slings – alignment and forces – sharing loads Pitch head – approach / ease of access / position of leader etc problem prevention Ladders – use of spreaders/releasable ,,</p> <p>Group abseil rope- Lifeline – incl. double life lining</p>	<p>LIFELINING METHODS Belay Methods and Devices – use and limitations Position of Leader Safety of group members – waiting / to & from pitch head Efficiency / Fluidity of Lifeline Technique Double Life lining Communication</p> <p>DESCENT / ASCENT Group Ladder climbing- pros and cons / hazards / style Group Abseiling – pros and cons / hazards Lowering – pros and cons / hazards Leader Personal safety – ladder / abseil</p> <p>EMERGENCY VERTICAL TECHNIQUES Improvised Harness – rope only / slings & krabs Chosen belay method or device – ability to lock off / ability to lower off / ability to convert to hoist etc Ladder problems and solutions Abseil problems and solutions Lowering problems and solutions Traverse problems and solutions Assistance to exhausted ladder climber Hoist of exhausted / injured group member – with assistance / without assistance Conversion of hoist to lower</p>
--	--

ADDITIONAL CHECKLIST WHERE 'LEADER'S SINGLE ROPE TECHNIQUE SKILLS' IS BEING ASSESSED IN CONJUNCTION WITH MODULE 3. (This can also be assessed separately as MODULE 5).

PERSONAL SRT

Due consideration of accident to leader

Personal SRT equipment – suitability and use

SRT personal skills – pitch head / descent / ascent / deviations / rebelay etc, **change overs**

Self Rescue – improvisation in case of equipment failure or loss etc

Ropes and Knots for SRT

Use of Rigging Guides / Topos

Rigging for SRT – principles / personal safety / traverse lines / pitch head / rebelay / deviations

Conversion of SRT Rigging for lifeline / group abseil / group lower

Use and suitability of Personal SRT equipment for life lining / lowering / rescue

Consideration and use of Travelling Ladders

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.

**1.1.2. 6.3.4 MODULE 4 CHECK LIST – GROUP VERTICAL SKILLS ASSESSMENT –
LEVEL 2 CAVE OR MINE**

Name		Date of assessment	
Registration No	Date	Date of birth	
Vertical Skills Assessment Date		Assessor	
Assistant Leader(s)			
Group Numbers		Group ability	

Suitability of Venue & Trip for group and **sustainability of venue.**

Weather Conditions / Water Levels / Flood Awareness / **Other hazards**

Compliance with Access Procedures

Surface Navigation / Care of Groups en-route to **and from** Venue

Suitability of Clothing & Personal Equipment of Group

Vertical aspects

Appropriateness of technical equipment

Protection of group on scrambles with and without a rope

Protection of group at pitch head / foot

Suitability and effectiveness of technique for descent / ascent

Own progression

Suitability of rigging/anticipatory rigging/ organisation and efficient use of equipment.

Leadership Style / Rapport / Sensitivity to Group

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

Organisation & Running of Day

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.

1.1.3. 6.3.5 MODULE 5 CHECK LIST – Leader’s Single Rope Technique Skills

Name		Date of assessment	
Registration No	Date	Date of birth	
Module 3 Vertical Skills Assessment Date		Assessor	
Module 4 Group Vertical Skills Assessment Date		Assessor	

PERSONAL SRT

PERSONAL SRT

Due consideration of accident to leader

Personal SRT equipment – suitability and use

SRT personal skills – pitch head / descent / ascent / deviations / rebelay etc, **change overs**

Self Rescue – improvisation in case of equipment failure or loss etc

Ropes and Knots for SRT

Use of Rigging Guides / Topos

Rigging for SRT – principles / personal safety / traverse lines / pitch head / rebelay / deviations

Conversion of SRT Rigging for lifeline / group abseil / group lower

Use and suitability of Personal SRT equipment for life lining / lowering / rescue

Consideration and use of Travelling Ladders

The Trainer / Assessor is encouraged to make a record of evidence and his / her judgement against the above items as evidence of his / her recommendation on assessment.