



British Caving Association

Minutes of BCA Training Committee held on Saturday February 18th 2012
at Staffordshire Council Staff Club, Stafford

The meeting commenced at 10:10

1. Present

Nigel Ball	(NB)	Acting Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Idris Williams	(IW)	Association Of Scout Caving Teams.
Darrell Instrell	(DI)	CSCC
Alan Butcher	(AB)	CSCC
Stephan Natynczuk	(SN)	ACI
Mary Wilde	(MW)	Training Administrator

NA proposed that **NB** chair the meeting – accepted.

2. Apologies For Absence

Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Peter Devlin	(PD)	CDG
David Jean	(DJ)	DCUC
Les Sykes	(LS)	CNCC
Tom Redfern	(TR)	ACI Rep
Tom Peacock	(TP)	NCP Chairman
Phil Baker	(PB)	CIC Panel Chairman
Mike McCombe	(MM)	CCC
Dave Checkley	(DC)	BCRA
Barry Albutt	(BA)	JSMT

(BA's apology had been received but was not noted at the meeting).

3 Minutes of the Last Meeting.

Before formal acceptance of the last minutes a discussion took place regarding past attendance. **NA** asked why constituent bodies were not regularly attending. **AB** said that they had not received meeting communications and that the minutes were not on the website. In addition the meeting did not appear on the website calendar. There was a general feeling that there was little of interest to attract attendees. It was felt that the business of the meeting should be refocused away from the LCMLA and CIC schemes as that most of this should be covered at panel meetings and by NCP. **AB** felt that only significant scheme issues should be raised at TC.

SN asked if it was the general feeling amongst constituent bodies that this forum mainly focused on 'professional' cavers and **NB** said that this appears to be so. **MW** explained the difficulties involved with maintaining contact lists and also that as she had only recently been authorised to issue the minutes of the last meeting, they had not yet been added to the website. She also explained that the TC meeting scheduled for summer 2011 had been cancelled. However, she added that she would endeavor to get minutes onto the website quickly. **AB** said that they had not always been proactive in notifying us with changes to

contact details. **MW** will ensure that **AB** and **DI** are added to the contact list along with generic secretary and training officer email addresses.

NB proposed that the meeting accept the minutes of the last meeting as a true record. **NA** seconded this. Accepted

(An error was pointed out where initials appeared that did not correspond with any of the attendees. This was found to be a typo – **DM** instead of **DW** (Damien Weare).

4. Action Register and Matters Arising

The following actions were discharged from the action register.

001, 003, 004, 005, 006, 010.

With regard to action 009

“GM to open discussion with Cambrian regarding access for LCMLA leaders (action transferred to NB)”

NA asked what was the definition of professional? **IW** asked if professional inferred that payment had taken place. **SN** said that this is an issue that has never been fully resolved. **NB** said that **LS** CNCC is looking at setting up a training permit scheme (for CICs running training /assessments). **SN** said that this had been suggested to the Charterhouse Caving Committee but they had not been amenable to such a system. **AB** added that the exclusion of commercial groups originally relates to an agreement with the Somerset Wildlife Trust and before that the Bristol Waterworks. **SN** added that commercial includes university lecturers and that we just have to accept it.

4.1 Proposed New Meeting Structure

AB said that he had written to the BCA Council to express dissatisfaction with the way in which the proposal was managed. He was not against changing the meeting structure in principal but that the consultation period had been too short. He did feel that the current meeting structure was appropriate as long as each forum adhered to its designated business.

NA said that this was exactly what had been agreed at the last **TC**. **SN** stated that the ACI wished to retain their seat on the TC. **NB** explained that Graham Mollard had been tasked by BCA Council to establish whether or not constituent bodies wished to retain their seats. Following that exercise it appeared that constituent bodies were showing more of an interest that previously and as such it had been agreed to retain the current meeting structure to see how things developed.

IW pointed out that the TC must continue to oversee the schemes, but must avoid repeated discussion of topics. **AB** suggested that the NCP chairman should provide written a report before the TC meeting so that issues could be raised in advance rather than having a verbal report.

5. Regional Councils.

5.1 NA DCA

The DCA is promoting caver training. Clubs don't have to have an official training officer, but do need someone who is enthusiastic and able to co-ordinate training. He said that it would be good to get the message out to other groups and clubs about what the BCA can offer.

MW suggested creating a 'flyer' that could be sent to clubs and distributed at events such as Hidden Earth. **NA** suggested that we build a register of club training officers to aid communication. He added that he was not suggesting any form of club qualification. **IW** asked if the DCA approach could be rolled out to other regions. **NA** said that he was intending to run a one day workshop on a national basis. **SN** said this might appeal to the Wessex and **AB** would try to establish if a national event would appeal to his members (although he was not sure how well it would be received). They do hold a caver's fair each year. A general discussion then took place regarding how club members gain their training, probationary membership and club training check lists and then conversation moved to training grants.

NB said that at present not all the money allocated for training grants is used. **AB** suggested that historically some groups would not apply for training grants as the BCA used to be supported by the Sports Council. There was a general agreement that the best method of encouraging clubs to apply for training grants was by gentle personal promotion. **NB** proposed that the flyer be drafted and **MW** agreed to do this with the help of **NA**.

5.2 DI CSCC

DI said that two events were being planned, the aforementioned caver's fair and a photo training session. The fair will take place at the end of July. Prompted by **NA**, **DI** went on to say that the cavers fair is a mini Hidden Earth with slides, films, SRT training, ladder and line plus an evening stomp on the Saturday, with trips on the Sunday. The photography session is planned for October. **NA** said that the best approach was to aim the photography session at cavers who want to take pictures underground as opposed to photographers taking caving photos. **NA** agreed to send the reports from his photography sessions to **DI**.

NB suggested that we set up BCA email addresses for constituent bodies as forwarding agents. This would ensure that all relevant emails and documents would be available to the groups in question. **NB** agreed to look into this.

6. Applications for Training Grants

Since **NB** took over from Graham Mollard, Crewe CC has run an event and the report submitted. An application from a group called Adit Now has been received. They requested £300 for instructors but these were not CIC holders. The request came very late and for both these reasons it was declined.

The CCC made a request for a cavers' conference covering a variety of topics with guest speakers. The costs will be £500 and they have requested a £250 grant. The guidelines state that normally a grant would be one third of the cost, which in this case would be £165. After a discussion it was agreed to give £165. Granting above a third this early in the year could potentially disadvantage other bidders later in 2012.

NA asked whether grants that were agreed for dates in 2011 but were now to be run in 2012, would come out of the 2011 or 2012 budget. It transpired that the whole finance process was unclear and **NB** is to address this.

7. National Coordinating Panel Report

NB reported on behalf of **TP**

Graham Mollard asked the NCP to draw up a document detailing the role of the Technical Advisor and this is being progressed.

The NCP had been asked to consider whether expenses could be claimed by TAs who run revalidation workshops from their own private premises. The NCP had discussed this for some time and concluded that paying expenses might have insurance implications and they decided to pass the issue to the TC. After some further discussion the TC agreed that expenses would not be paid in these circumstances.

The NCP had also discussed revalidation and different ways to 'reset the clock'. The handbook states that other than attending a revalidation workshop an award could be revalidated by achieving (not just training) the next level up in the schemes (that is Level 2 for Level 1 LCMLA). In addition a cave to mine transfer or vice versa revalidates an award. If an award expires the leader must complete a Core Skills Reassessment on a one to one basis. The question posed was whether instead of these options could a leader opt instead to be fully reassessed? It was suggested that the reason for wanting to do this was to allow a candidate to select the TA (CPR assessors are selected on a rota basis). After some discussion the TC decided that this suggestion be rejected.

8. CIC Panel Report

NB reported for **PB**.

8.1 Assessment

The CIC Panel asked the TC to consider a question regarding the TA process. It had been suggested that where a TA provides two or more days of CIC training they shouldn't be the lead assessor. This would be in line with the LCMLA scheme. A discussion followed and after considering the pro's and cons, the proposal was agreed.

8.2 Authority to Be Assessed.

The CIC panel had some concerns regarding the "authority to be assessed" process and felt it could be more transparent. They proposed that a copy of the logbook be circulated to all CIC assessors when considering whether or not that leader should be giving authority to be assessed.

The TC felt that the logistics of copying a logbook, sending it to all CIC panel members and digesting the feedback would be cumbersome and time consuming. **NB** suggested that an application form should be devised instead and this was generally thought to be a good idea. Further discussion then took place regarding who should make the decision.

MW suggested that the application form should be sent to her and she in turn would send it to the CIC Panel Chairman and one other on a rota basis. The meeting was in general agreement with this idea but added that in addition **MW** should notify the remaining CIC Panel members when this was taking place. It was felt that such a process would keep all CIC panel members in the loop and be a manageable process. **MW** also suggested that when authorisation to be assessed had been granted, a list of all CIC Assessors would be sent to the candidate along with a note to say that assessment may be carried out by any of those of the list (except the assessor who takes the role of Lead Assessor as stated in 8.1). This proposal was agreed. **MW** and **NB** are to liaise of the creation of the application form.

Both 8.1 and 8.2 will be included as an addendum to the CIC Handbook Edition 2 as this edition was up for final consideration by the TC and Council and making further amendments now would potentially delay its publication for some months.

8.3 Selection Of Groups

The CIC panel also asked if consideration could be given to changing the wording of 3.4.4.3 in the CIC Handbook that currently states: -

*Candidates will be expected to adjust to the needs of the party, to make appropriate decisions and choose suitable venue(s). (Note that groups **are normally** provided by the assessor and must be appropriate for this Module. To ensure this the candidate must liaise closely with the trainer / assessor.)*

They proposed that the words **are normally** be replaced with **could**.

After discussion the meeting felt that it was beneficial to see the candidate coach an unknown group where possible and therefore rejected the proposal.

9. CIC Handbook

It was agreed unanimously that edition two of the CIC handbook be issued as is. It will now go for final ratification by BCA council.

10. New Trainer Assessors

Gethin Thomas has completed his observations and apprenticeship assessments to achieve Level 1 LCMLA TA status. However due to an error consideration of this did not take place at NCP. **TP** had subsequently called each NCP panel member, and gained authorisation to ratify Gethin's application. The TC had no objections to this and Gethin was ratified as a Level One TA. (Note that at meeting it was assumed that this would be for mines only. However, having examined the paperwork it transpires that his experience covers both caves and mines. After consultation with Dena Proctor the N. Wales ALO and **NB**, it was agreed that Gethin would cover both caves and mines)

11. Any Other Business

There being no further business the meeting closed at 14:15

12. Dates and place of next meetings

8th May
13th Oct
26th Feb 13

The meetings will all take place at Stafford as per usual.

Training Committee 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'.	MW	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this years NAMHO Conference	NB/SH	ASAP	Ongoing
008	TP/BM to set up a BCA event for S Wales	TP/BM	ASAP	Ongoing
009	GM to open discussion with Cambrian regarding access for LCMLA leaders (action transferred to NB)	NB	ASAP	Ongoing
	18/02/2012			
011	MW to add AB and DI to the contact list along with generic secretary and training officer email addresses	MW	ASAP	
012	AB would try to establish if a national training event would appeal to his members	AB	Next Meeting	
013	MW to draft a flyer on hat the BCA can offer club cavers	MW	ASAP	
014	NA to send reports from his photography events to AB	NA	ASAP	
015	NB to look into setting up BCA email addresses for constituent members	NB	Next Meeting	
016	NB to clarify the training grant financial process	NB	Next Meeting	
017	NB/MW to devise a CIC "request for authorisation to be assessed" form.	NB/MW	ASAP	
018	MW to document and implement the new CIC authority to be assessed process.	MW	ASAP	