



# British Caving Association

## LCMLA UPDATE WORKSHOP APPLICATION FORM (FORMERLY CALLED REVALIDATIONS)

Please send the completed form and cheque to the BCA Training Administrator at least **six weeks** before the course date. Applications received less than six weeks in advance may be rejected. If your qualification has expired you should contact the BCA Training Administrator. The minimum experience requirements for update workshops are detailed on the form below.

You do not need to send copies of your log book pages – but must bring your log book to the workshop.

**As from 01/07/2016**, if you have caves and or mines on your certificate or wish to add new ones from an area other than that in which you are going to update, you must contact a Trainer Assessor from that area to agree that those sites may be on your new certificate after the update workshop. The update workshop leader will ask to see evidence that this has been done – such as an email. If you are unable to provide this evidence at or before your update workshop these sites will not be included on your updated certificate – but can be added by via the additional sites process (which includes an administration fee).

Contact details for all Trainer Assessors can be found on the BCA website.

Full Name:	
Address:	
Home Tel No:	Work Tel No:
Mobile No:	Level: 1 / 2
Email Address:	
LCMLA Registration No:	Valid Until Date:
Registration Date:	Date of Birth:
Training Dates:	Trainer for Training Course:
Caving/Mining areas covered by Section 5:	
<b>PREFERRED DATE AND AREA OF LCMLA UPDATE WORKSHOP:</b>	
<b>EXPERIENCE RESUMÉ OVER LAST 5 YEARS</b> <b><i>PLEASE NOTE YOUR LOGBOOK MUST BE BROUGHT TO THE UPDATE WORKSHOP</i></b>	
<b>THE MINIMUM EXPERIENCE REQUIRED AT LEVELS 1 AND 2 IN ORDER TO UPDATE YOUR AWARD IS AS FOLLOWS: -</b>	
<ul style="list-style-type: none"> <li>• 30 trips leading groups in caves/mines reflecting a cross section of the difficulty of the caves/mines on the candidates list, and</li> <li>• 10 different personal exploration trips, of which 5 must be quality days. These may be repeats of trips done in the previous 5year period. Some of the personal days may be above the candidate's level of qualification. <b>Criteria for quality days are listed later on this form.</b></li> </ul>	
<b>PERSONAL CAVE/MINE DAYS TOTAL:</b>	
<b>NUMBER OF DIFFERENT CAVE/MINE REGIONS VISITED:</b>	
<b>Summary:</b>	

<b>LEVEL 1 TRIPS LED TOTAL:</b>						
<b>VENUES USED</b>	<b>NUMBER OF TRIPS</b>	<b>TYPE OF GROUP (eg Adult, school etc)</b>				
<b>LEVEL 2 TRIPS LED TOTAL:</b>						
<b>VENUES USED</b>	<b>NUMBER OF TRIPS</b>	<b>TYPE OF GROUP (eg Adult, school etc)</b>				
<p><b>At least 5 quality days are required in order for you to update your award.</b></p> <p><b>A quality day should satisfy at least 4 of the following criteria: -</b></p> <ol style="list-style-type: none"> <li>1. Exploration of a new route or cave/mine (new to the candidate that is),</li> <li>2. Incorporates at least 4 to 5 hours of underground exploration.</li> <li>3. An experience that develops an individual's caving/mines knowledge, skills and awareness.</li> <li>4. Incorporates caving/mines skills above the level of the candidate's qualification.</li> <li>5. Of the candidates own making i.e. the candidate is to lead the trip, or it is one done with peers and not led by an external source.</li> <li>6. For level 1, involves the application of vertical skills, digging or exploration. For level 2 an extension of vertical skills, digging or exploration.</li> <li>7. Exploration of caves with a streamway that responds to rainfall.</li> </ol>						
<b>Quality Days</b>						
<b>No.</b>	<b>Venue</b>	<b>Criterion Number</b>	<b>Criterion Number</b>	<b>Criterion Number</b>	<b>Criterion Number</b>	
1.						
2.						
3.						

4.					
5.					
<b>Any other supporting evidence (e.g. involvement in Cave Rescue, Cave Research)</b>					
<b>Please describe any aspirations you have within the scheme (e.g. moving on to Level 2)</b>					
<b>Please describe any special topics that you wish to be included in the workshop to update/ extend your skills or knowledge:</b>					
<b>Please give details of any relevant disabilities or medical conditions:</b>					
<i>I consent to the information on this form being used by BCA to provide training services as described in the Privacy Notice at <a href="http://british-caving.org.uk/privacy_notice">http://british-caving.org.uk/privacy_notice</a></i>					
Signature			Date		

Please enclose a cheque for **£80** made payable to **BCA Training A/c.**

**We can't take payment over the phone.**

Do you want details to do a bank transfer?

**Yes / No**

Do you require an invoice?

**Yes / No**

If **yes to an invoice** who should I made it out to:-

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### **Cancellation & refunds**

If you cancel a place offered to you on an update workshop without good reason (eg illness) then at the discretion of the BCA Training Committee a 25% fee would be due on refunds or rescheduled workshop bookings.

BCA Training Administrator  
 Mary Wilde  
 37 Jackson Road  
 Matlock  
 Derbyshire  
 DE4 3JQ  
 Tel 01629 581113 - email: [trainadmin@british-caving.org.uk](mailto:trainadmin@british-caving.org.uk)