

NATIONAL CAVING ASSOCIATION Training Committee
MINUTES OF MEETING

Date / Place of meeting: Saturday 19th May 2001 / Staffs CC S&S Club.

Purpose: Joint meeting of the NCA Training Committee, LCMLA National Coordinating Panel, CIC Panel.

Present:

Nigel Atkins [NA] (Derbyshire), Dave Baines [DB] (Derbyshire ALO), John Cliffe [JHC] (Co-opted member), John Crowsley [JCr] (Mendips ALO), Eric Hoole [EH] (CCC Training & South Wales ALO), Bob Mehew [BM] (NCA Treasurer), Jenny Potts [JP] (DCA Treasurer), Paul (Chips) Rafferty [PRaf] (BCRA), Dena Proctor [DP] (North Wales ALO), Dave Webb (DW) (DCA -Assistant Training Officer).

1) Apologies:

Alan Butcher [AB] (Retiring Training Officer), Dave Edwards [DE] (CIC Panel), Greg Jones [Forest of Dean ALO], Duncan Morrison [DM] (Northern England ALO), Paul Ramsden[PR] (CNCC), Andy Sparrow [AS] (CSCC), Pat Ramsden [RamBS] (Ram Business Services).

2) Minutes of the last meeting:

The minutes of the last meeting of the Training Committee on 23.9.01 were not available. JP had set of notes taken by DW at the meeting. It was decided to defer consideration of minutes and any matters arising to the next meeting of the Training Committee.

4) Training Convenor Post:

4.1 The NCA are looking for a replacement now that Butch is stepping down. An advert is going into Speleoscene and Descent and there is an item on the NCA website in an attempt to find a suitable person willing to stand for the post. Interested persons can contact JHC, BM or Mick Day (Chairman of NCA).

4.2 BM reported that there is an urgent need to keep the work of the Training Committee going to ensure that objectives stated in the submission to the Sports Council were met. BM and JHC therefore offered to jointly fulfil the role for the time being. This was accepted by the meeting.

4.3 BM circulated copies of the Annual Report to the AGM of the Training Convenor (AB) for 2000.

4.4 BM pointed out to the meeting that there was a requirement for the Training Officer to sign the Section 5 pages of LCMLA reports. JP proposed that BM be empowered to do this, DB seconded. Carried nem con.

4.5 The meeting also confirmed BM as Chair for this meeting.

4.6 JCr proposed a vote of thanks for the work Alan Butcher has undertaken as Training Officer, seconded by DP. Carried unanimously.

4.7 The meeting also offered its thanks to Tony Flanagan [TF] who acted as Training Coordinator for some years. Carried unanimously.

5) New Post of Technical Training Coordinator

5.1 BM informed the meeting that declarations of interest are currently being sought from CIC holders for undertaking a service contract for some of the work

previously undertaken by TF, initially to run to the end of 2001 but potentially renewable, subject to continued funding being available. In addition another three contracts may be available for specific training programme objectives relating to LCMLA and CIC schemes and University/College training seminars. Letters had been sent to all CIC holders the previous day.

5.2 BM described the process to be used to select CIC holders to fulfil the contracts.

5.3 JHC explained that the amount of work that could be put out to contract was limited by budget constraints and the focus of what was being included in the contracts needed to relate to the training objectives for which funding had been obtained. This would inevitably mean that some work previously undertaken by the Training Coordinator would either not be done or would need to be done by members of the various training committees and scheme panels on a voluntary basis, e.g. agendas, minutes and ALOs and area panel members taking on more of the organisation of LCMLA Trainer and Assessor workshops. The meeting agreed that supporting the administration of the various training committees should be dropped from the contract of Technical Training Coordinator.

Some members of the meeting expressed concerns about the difficulties of, for example, setting up and running LCMLA Trainer/Assessor workshops without help from the Technical Training Coordinator or funding of the time required.

5.4 JCr cautioned about the placing of short term contracts that might not be fulfilled completely with consequent problems for the Technical Training Coordinator to fulfil his/her contract.

BM acknowledged that there was some risk but it was important to set about achieving the targets.

5.5 Discussion took place about the list of tasks presented at the previous meeting identified by TF as falling within his remit, which of these should take priority and how the Technical Training Coordinator would be managed.

5.6 The meeting sought clarification about whether expenses incurred by ALOs and others undertaking administration work which was previously done by the Training Coordinator could be claimed back from the NCA. BM confirmed that reasonable expenses would be repaid. Significant amounts would need to be discussed with him first.

6 Training Committee Programme and Budget

A paper on this (Training Committee Objectives and Budget for 2001) had been circulated prior to the meeting. BM led the meeting through this.

The following comments were made about the estimates and proposals made within it:

6.1 Under 2 Training Administration there is a need for some additional estimates for the costs of LCMLA NCP, CIC meetings and Area Liaison Officer expenses. BM requested estimates from relevant people what these are likely to be. Action -various.

6.2 Under 2.3 ... guidelines for the provision of effective training within the club environment DW described an initiative he had taken within the DCA. He had organised a meeting attended by twelve club training officers and there was agreement that there was a need and an appetite for training within clubs but they were not always sure how to deliver it in a effective and professional manner. DW presented a set of notes taken at the meeting to the NCA.

In addition NA said he had produced in the past a set of guidelines for club Training Officers.

NA and DW agreed to put a costed proposal to BM before the end of June for a road show to meet objective described as 2.3 in the paper Training Committee Objectives and Budget for 2001. Action NA/DW

6.3 Under 3 Recreational Caver Training

There would not be a Cavers¹ Fair in 2001 as no one (person/club or other body) had offered to organise it.

Suggestions for organising a Cavers¹ Fair for 2002 are requested. Action all.

In particular JHC to ask if there was going to be an event in the Forest of Dean in 2002. Action JHC.

6.4 SRT training would be offered at the BCRA Conference 2001 in the mornings on Saturday and Sunday. Action BM.

6.5 University Seminars

It was reported that 2 events were put on in 2000:

- South Wales run by Juliet Parker-Smith
- Derbyshire run by Vin Machin.

NA also said he had run two in 2001

- details of these events were not available at the meeting

BM proposed to mail shot universities and Colleges with a view to identify what they wanted and then putting on suitable training workshops/seminars. Action BM.

NA said he already had a caver training scheme for such clubs. Action NA to liaise with JHC about the details.

Information from previous discussions with University clubs established that events just before the end of the spring term was the most useful time for them.

6.6 BM reported that 4 regional SRT events have been organised:

- Leeds, run by Tony Flanagan
- Stoke, run by Dave Edwards
- Mendips, run by Andy Sparrow 19th May and 20th May 2001.

EH reported that CCC are holding one on 30.6.01 in South Wales -mainly SRT. EH to liaise with BM over financial support.

BM reported that TF had suggested a training event in July at the Dalesbridge Centre. BM waiting for further information. Action TF/BM.

6.7 Club Training Events.

BM reported a low take up of grants for training. DW said that there had been a view at his meeting of club Training Officers that the normal grant of 25% was, in many cases, not worth the bother.

BM proposed that for events requiring smaller grant aid (less than £100) a greater percentage be allowed up to 100%. The meeting agreed this.

It was also agreed that funding for training would be disbursed on a first come, first served basis.

Regional Training Officers are to promote club caving and consider putting events on of their own. Action Regional Training Officers.

It was proposed that BM and JHC to be given authority to agree grant funding for training events seeking grant aid before the next meeting. This was agreed.

7 Training Data Base

Requirements are:

- verification of awards. (Level, area, whether current etc. but not a list of sites on the data base. Reference for this information to be made to a paper copy of award.)
- revalidation reminders.

It was agreed that access to the complete data base of registered candidates for LCMLA and CIC be restricted.

BM said that data has been inputted back as far as 1997. It was agreed that this was adequate and it was not necessary to go back any further.

JHC to provide an article for Speleoscene to explain how revalidation works. It was confirmed that the responsibility for arranging a revalidation was with the holder, not the NCA. NCA would however attempt to issue reminders. Action JHC.

8 Disrepute and Child Protection Policies

i) The NCA had, as a condition of obtaining a Sports Council Grant, drafted a Child Protection Policy and Guidance for adoption at the June Council meeting. (A summary draft had been distributed to Training Committee members by BM on 15th May 2001.)

ii) BM reported that NCA Council would probably accept that if an accusation of child abuse is brought to the attention of the NCA the individual(s) concerned will be suspended pending investigation. It is therefore necessary to include a statement in the LCMLA and CIC syllabuses to cover this possible action. Action BM.

iii) It was also agreed that the schemes should not include the vetting process but that the syllabuses should make comments on child protection. Action BM.

iv) It was agreed that a statement on the CIC Certificate/Section 5 page should be made to remind employers that they should undertake their own checks on the suitability of the holder to work with children. Action BM.

v) It was suggested that the NCA seek legal advice about these matters. Action BM.

9 CIC Panel Business

9.1 Reports of meetings since 23.9.00.

PRaf reported that there had been meetings of the CIC Panel in November 2000, January and February 2001 to rewrite the CIC syllabus. No minutes were available but a draft rewrite of the CIC syllabus was being distributed to CIC Panel members before a meeting to finalise it. It would then go to the Training Committee for consideration. Action CIC Panel.

9.2 CIC Revalidation workshops

BM reported information from Tony Flanagan that these are provisionally set as follows:

7th October 2001 Dave Elliott to direct.

May 2002 (date to be decided) Geoff Barber to direct.

September 2002 (date to be decided) Paul Ramsden to direct.

Action JHC/CIC Panel.

EH asked what the position is with regards to insurance cover if a CIC has not been able to revalidate his/her award. JHC suggested that in the first instance

the CIC holder needs to talk to their insurance company. The NCA can then advise about the best course of action.

9.3 Technical Advisors Seminar Report

This has been printed and sent to all those who attended. Further copies are available at £2.00 including p&p from JP and Ram BS.

9.4 BM sought confirmation that the list of current status of CIC holders from TF was the definitive list. The meeting felt that it should be cross checked with Ram BS records first. Ram BS.

9.5 JP suggested that revalidation workshop dates be regularly published in Speleoscene. Action JHC.

10 LCMLA NCP business

10.1 Date of last meeting was thought to be 3 December 1999. If this is incorrect please inform JHC.

10.2 Matters arising. Due to lack of time this was deferred to the next meeting of the NCP. Action NCP.

10.3 The meeting was formally informed that Ram BS had been contracted to administer the NCA leadership schemes.

10.4 Review of LCMLA Syllabus. This is likely to be contracted out as previously discussed under items 5 & 6. Action BM / JHC.

10.5 LCMLA Trainer - Assessor Workshops

The next are to be:

November 2001 South Wales

December 2001 Derbyshire

April 2002 Mendips

November 2002 Northern England

10.6 Next meeting of NCP meeting suggested for 13 July 2001. Action - JHC to find out if this is a suitable date and confirm.

10.7 Revalidations of LCMLA

JHC proposed that revalidation dates for LCMLA is to be taken as 3 years from the date of the last part of the assessment for an award (Section 7 page), e.g. Level 1 or 2. This revalidation date is reset to recommence for three years from either a revalidation or from the date of a further assessment that involves practical assessment underground. This was accepted. Action JHC to inform Ram BS.

10.7 The content of the six year revalidation needs to be reviewed. Action NCP.

10.8 JHC stated his view that the nine year revalidation is the same as the 3 year revalidation. The meeting agreed with this view. Similarly twelve year is the same as the six year revalidation. Action JHC to inform Ram BS.

10.9 BM wished to remind all trainers/assessors to send in their training and/or assessment returns after courses. Action BM to issue a reminder.

10.10 Procedure for annual validation of NCA approved trainers/assessors.

a) It was proposed that trainers/assessors who have not revalidated their CIC by the end of 2001 will not be re-validated as trainers/assessors for 2002. This was agreed. Action -trainers/assessors need to be informed. Ram BS.

b) It was proposed that trainers/assessors who have not attended a trainer/assessor workshop during the last two years would need to do so by the end of 2001 or they would not be re-validated as trainers/assessors for 2002. This was agreed. Action - BM to get Ram BS alert trainers/assessors.

c) Public Liability Insurance

BM to check whether the BCRA insurance offers any cover for trainers and assessors. Action BM.

10.11 EH informed the meeting that Tom Peacock and Richard Hill had, as far as he was aware, completed the necessary steps to be trainers/assessors. No firm evidence of this was available at the meeting. They were accepted subject to confirmation of meeting the criteria. Action JHC/EH.

10.12 BM reported a query about the status of Chris Jackson as a prospective trainer/assessor for the northern panel. PRAF thought that he had not been accepted by the panel at its last meeting. It was agreed that this needed checking and his registration fee returning if this is so. Action JHC/BM.

10.13 It was proposed and accepted that the South East England and Mendip LCMLA panel be merged with the South West panel. JCr was proposed and accepted as the ALO for the combined panel. DCUC/CSCC need to be informed. Action JHC/BM.

10.14 JCr reported that Tony Smith had completed the process of becoming a trainer/assessor for the South East England and Mendip LCMLA panel. This was accepted subject to confirmation of meeting the criteria. Action JHC/JCr.

10.14 JCr reported that Robbie Warke and Karl Russell had not attended Panel meetings for over two years and not paid trainer/assessor fees. It was proposed and accepted they be deleted from the list of trainer/assessors. If they wished to be registered with NCA again they would need to attend workshops, pay fees etc.

10.15 JCr reported that John Whiteley has applied to be a Level One trainer/assessor. This was accepted subject to confirmation of meeting the criteria.

Action JCr to confirm to JHC.

10.16 JCr stated that he wished to be recognised as an assessor for Pridamsleigh. JHC was of the opinion that as the panel now covered this area he would automatically be an assessor for all caves in the new area with which he is familiar. In any case this was accepted by the meeting. Ram BS needs to be informed. Action JHC.

10.16 JHC reported that Clare Bishop had stepped down as a prospective trainer/assessor for the Forest of Dean.

11 Important Correspondence.

There was none.

12 Minimum Impact Caving Code.

JP distributed to the meeting copies of the original version (as published in 1997) and the amended version (as agreed by NCA Council in June and October 2000). There was much discussion about the content of Paragraph 5 and the way the original Minimal Impact Caving Code appeared to have been sprung on the Training Committee.

It was proposed that if interested parties gave specific objections and suggestions to either JHC or BM they would put these to the NCA AGM. Action All.

13 National Trust guidance pertaining to their properties.

Graham Price (NCA Conservation and Access Officer) will accept comments for forwarding to the National Trust if received by the end of the month.

14 NAMHO - Guidelines for the use of mines.

These can be obtained from Wes Taylor of NAMHO at a cost of £1 +50p P&P.

The Training Committee agreed to advertise it in Speleoscene when details are confirmed with NAMHO. Action JHC/JP.

The Seminar day did not take place. DP thought some items on the agenda for it might still be worth pursuing. Action -DP to send copy of agenda to BM.

15 Admin/newsletter/website/Charge for Scheme Syllabuses.

BM proposed that candidates be informed that the scheme syllabuses and notes are on the website which they can download (after this has been done). Paper copies will be available for purchase. This was agreed. Action BM.

JP proposed that any changes to website be advertised in Speleoscene. Agreed.

16a) Dates of next Training Committee meeting.

Provisionally set for Saturday 8th September 2001 and November. Dates and venues to be confirmed. Action JHC.

16b) Dates of next NCP meeting.

Provisionally set for Friday 13th July 2001 and November 2001. Dates and venues to be confirmed. Action JHC.

17 Any Other Business.

a) JP asked committee members to let her know if there was anything on the back of the insert in 'So You Want to Go Caving' relating to sources of information that might be worth changing. Action all -comments to JP.

b) DB asked how revalidations for LCMLA covering more than one area are dealt with. It was proposed that any assessor for any area could revalidate all the sites covered by the existing Section 5 page. The assessor would contact panels in other areas if they had any uncertainty about any sites outside their area. This was accepted. Action JHC -to be added to Notes for trainers and assessors.

c) BM informed the meeting of the European directive on working at height which required the use of two ropes (as per rope access). Action BM to pursue this with BMC.

d) DW proposed a vote of thanks to BM and JHC for calling today's meeting and the preparation for it. This was accepted.

e) JCr proposed a vote of thanks to Pat Ramsden of Ram BS for her work so far in picking up the administration of the leadership schemes.

John Cliffe, Recorder for the meeting.