

National Caving Association

Minutes of Training Committee Meeting 25th September 2004  
10.00 a.m. at Stafford County Council Sports and Social Club

NOTE:- These minutes remain as a draft until approved or corrected by the next meeting.

Present

Idris Williams		NCA Training Officer
Eric Hoole	CCC	
Nigel Atkins		DCA
Steve Holding		NAMHO
Tom Redfern	ACI	
Nigel Ball	CIC Panel	
Graham Mollard		NCP
Steve Tomalin		Co-opted
John Cliffe	Co-opted	

1. Apologies for absence

None received. TO apologised for being late

2. Minutes of meeting 4th April 2004

These were agreed as a true record. It appeared that some members had encountered difficulty in unzipping the minutes of the previous meeting sent as an "email" attachment. TO suggested that if it happened again they should get in touch for another attempt or a posted version.

3. Matters arising from the minutes.

Risk Participation Statement. TO reported that was now part of BCA's policy and was included in the BCA handbook. However, not being an individual member he had not seen it.

Joint Services Qualifications. It was agreed that NCP & CIC chairs would discuss this matter with Chips Rafferty who had experience of both schemes and report back to the next meeting.

ACTION NB GM & PR

4. Mines Inspections/ Insurance.

TO explained that it had been possible to cover the Mines Inspections on the BCA insurance. A discussion followed regarding the ownership of the mines reports. Whilst the using centres were employing him to provide the report, BCA had an interest in the report by providing insurance cover. It was obvious that there were a number of grey areas in this matter, which needed addressing. It had not been possible to cover his Trainer Assessor Status under this insurance and for any T/A work he did he would have to arrange cover via an employing centre. TO explained that there had been some confusion early on with this insurance when the mines engineer had carried out a Standard Revalidation for a LCMLA holder. TO had covered this by signing the Section 5 as if he were the Assessor acting on the gratuitous advice provided by the mines engineer. The BCA Insurance

officer had been informed about this and had agreed that this could continue, as a procedure, provided no underground visit was involved. He being the only Mines Assessor in the Northern Panel complicated the situation, so the ALO had been asked to look into the possibility of appointing another mines assessor.

This matter led into a discussion about insurance for Trainer Assessors generally as a number were having trouble re-insuring or finding that the premiums requested were a major percentage of turnover. There was a feeling amongst Trainer Assessors that the BCA should provide cover for Trainer Assessor work as a paid extra. However, it was difficult to determine what was required. It was suggested that this was a matter which ACI should take up with Dave Judson the BCA insurance officer.

#### 5. Report from NCP.

A). TO informed the committee that John Crowsley had been appointed as Acting Training Technical Advice Provider. Since he was not a CIC Trainer/Assessor he was under instruction that any CIC matters which could not be dealt with by reference to the handbook should be discussed with the CIC Panel Chairman to agree a route forward.

B). Confidential Trainer Assessor Matters (Details in the confidential minutes)

Porth-yr-Ogof. T.O reported that he had had no further information about the inquest. Until the inquest had ruled the matter was sub-judice.

The matter of Trainer/Assessors who did not comply with the requirements for status maintenance at the beginning of 2004 was discussed. T.O reported that one had not attended a panel meeting in 2003 or 2004 so far; five had not attended a Trainer/Assessor workshop due in 2003 either in 2003 or 2004 so far.

It was agreed that they be given until the end of 2004 or the Mines Trainer/Assessor workshop in January 2005 in the case of mines assessors to comply. It was also agreed that T.O. would write to all Trainer/Assessors informing them of this deadline and that in future the requirements must be met.

ACTION:- T.O.

T.O. mentioned that he had received a complaint that all Trainer/Assessor workshops were held at weekends which the complainant found difficult to attend because of work requirements. Could these be held midweek? It was felt that this would not be viable due low numbers.

The matter of qualifying awards for T/As was discussed and the committee affirmed that these had to be current to maintain Trainer/Assessor status. Whilst some leeway was permitted for late re-validation in the award itself Trainer/Assessor status was not valid if the award was not current. T.O. was asked to arrange for one months notice to be given to T/As before the award expired and that the status be withdrawn if not re-validated.

ACTION:- T.O.

Assessment Training:-

NCP had debated the assessment of the teaching skills of prospective Trainer/Assessors. However, T.O. clarified that there was no doubt about the teaching skills of Trainer/Assessors as this had already been assessed as part

of the CIC Award, but what had concerned him that there was no formal teaching of the soft skills of assessment and that he felt a course in this area would benefit prospective T/As and also CIC involved in the Site Specific process. After some discussion it was agreed that this subject would be more usefully dealt with in the workshop situation, possibly involving outside speakers.

Award level intermediate to Level 2 LMCLA and CIC.

NCP had debated the need for a simplified form of SRT teaching module and had come to the conclusion that there was no place for this within the LCMLA scheme.

This matter had also been discussed by CIC panel who had also come to the conclusion that there was no place for an intermediate award.

Appointment of Acting TTASP.

Criticism was made about the manner in which John Crowsley had been appointed which some members felt contravened equal opportunities policy. TO explained that he and the NCA/BCA treasurer had approached various persons whom they thought suitable and asked if they were interested. There was no prejudice shown on gender race or creed in this procedure and that if it had been done by advertising then the process would have taken several months. If this had been a permanent appointment then it would have to be advertised properly. TO accepted that he should have informed NCP and CIC panel Chairmen that this was taking place. TO. Pointed out that he had not been told until recently that an alternative method of dealing with the problem had been agreed by the Panel Chairmen.

TO informed the panel that he had received a phone call from Dave Edwards indicating that he should be able to resume duties in November.

Matters dealt with by Training Officer before John Crowesely's appointment. Confidential (Details in the confidential minutes)

Trainer Assessors Workshop Expenses

NCP Chair raised the matter of what items could be charged to the Training Account under this head. In the past it was believed, that hire of the venue and visiting speakers fees had been payable. However, a case had arisen recently where NCA Treasurer had refused this. T.O. stated that these items should be reasonable and suggested that in future the estimated costs should come to him for approval before the event.

6. LCMLA Handbook amendments.

NCP Chairman expressed the panel's disappointment that the 2nd Edition had gone out with the same cover photographs, which had been criticised before. He was reminded that it had been agreed at the last meeting that publication would not be held up for these photographs. TO pointed out that these photographs were still awaited 8 months later. NCP Chairman assured the committee that the replacement cover would be ready by Christmas. It was agreed that in the meantime the handbook be issued without the cover.

Clause 4.3.3.2 Registration was discussed and following debates about whether it had been NCP's original intention to remove the last sentence in the Edition 1 version which was the reason it had not been amended for Edition 2, the following wording for this clause was agreed:-

"Candidates should register prior to attending a training course. In exceptional circumstances registration will be accepted up to thirty days after the training course. The Trainer/Assessor MUST NOT issue a training record until the Trainer/Assessor has been advised of the candidates registration number by the Training Administration Service Provider."

Consistent amendment to clause 3.2.1 Introduction would also be needed.

Discussion followed about the procedure to be adopted in the case of candidates who had failed to register within the time limit and it was agreed that there were sufficient routes within the scheme to deal with this problem.

T.O. pointed out that the Handbooks would need to be revised for issue in the New Year when NCA was wound up and Training was taken over by BCA.

T.O. tabled amended Draft Exemption and Module combining forms, which had been necessary to conform to the handbook. The Committee approved these.

ACTION:- T.O. to finalise these and put them into use.

The Module combining procedure was discussed in particular the requirement for the form to be signed by a CIC or LCMLA T/A. T.O. queried if a CIC was appropriate, on the basis that a CIC holder might not necessarily understand the implications of combining modules and may not have seen the candidate with a group. After some discussion it was agreed that the CIC was appropriate since he was ratifying the logbook experience and general caving ability.

## 7. Report from CIC Panel.

### Publications for Cavers

CIC chairman reported that the proposal to write a booklet on weather and flooding for cavers had been discussed. The previous material supplied to Des Marshall was available and it was stressed that the previous contributors should be involved. P. Rafferty was making a start on this project. The query was raised whether it would be possible to publish this information on the web with a payment being made.

A query was raised about the initial funding of these booklets. There would obviously be a start up cost for printing etc. before money came in from sales.

ACTION :- T.O. to discuss with which ever body BCA or BCRA who would be dealing with publications.

### Appointment of Acting TTASP.

This had been discussed at CIC panel and disquiet had been expressed at the extent of his involvement in the CIC scheme. T.O. explained that he had been briefed to deal with those CIC matters that could be resolved by reference to the handbook. Where more complex issues were raised he had been asked to work closely with CIC chairman and panel.

### CIC Handbook finalising for publishing.

T.O. Stated that when the handbook had gone on the web site it was as a draft with comments to him. He had not received any and neither had anyone else.

The matter of CIC mines assessors had been discussed the panel had examined the Handbook and come to the conclusion that specialist Mine Assessors were not required. It was agreed that any CIC Assessor should be able to assess the mines modules. This would require a slight change to the wording of the handbook which could be done along with the changes needed for NCA/BCA.

Assessments carried out.

None were reported although there had been an expression of interest in commencing assessment.

Combination of registration for LCMLA & CIC Awards.

This was discussed as a follow up to the intermediate award proposal and it was agreed that since the LCMLA Award was a Leadership Award and the CIC a Teaching Award there was no requirement for combined registration.

Confidential. (Details in the confidential minutes)

#### 8. NCA Council matters arising.

T.O. said that he had received no minutes, agendas or notices of meeting from either NCA or BCA Councils since the AGM in March. He had attended the AGM but had had to leave before the end. Consequently there was nothing to report.

#### 9. Training Grants. 2004 progress.

T.O. queried the DCA rig and rescue event, he believed that this had been this year, but the Treasurer had paid from 2003 budget. NA was able to confirm that the event had been moved and took place in 2003.

This increased the money not so far allocated this year to around £600.

NA presented some details of plans he had for an SRT workshop and an Eco hanger course both in Nov together with some details for events in 2005.

T.O. said he felt that the Eco hanger course probably did not come under the remit of Training Committee. He would check and come back to him.

ACTION:- T.O.

A long discussion on the subject of Eco hangers generally followed.

#### 10. Any other Business.

T.O. Stated that he had received an "Email" about AAIAC. Tom Redfern was able to explain that this was the Adventure Activities Industry Advisory Committee, and this had been set up by the Health and Safety Executive to advise it on Adventurous activities. It had later been disbanded by HSE but had kept going independently of HSE. Since the Work at Height debacle HSE had decided not to sponsor the committee but to use it to advise. Since the members had originally been appointed by HSE they were not now necessarily representative so the Committee was establishing itself with a constitution etc. T. R. felt that NCA should keep in touch with developments to ensure that the point of view of the governing body was represented.

ACTION T.O. to ask NCA/BCA chairman to keep in touch with this matter.

Work at Height. T.R. reported that HSE had now accepted that the adventurous activity industry was to be treated differently to construction and other industries in respect of this; provided they worked within NGB guidelines. HSE would draw up instructions for its inspectors and other enforcing bodies. Following further meetings and negotiations, the Minister had instructed HSE to look into the possibilities of complete exemption.

The Committee expressed its appreciation for the hard work that had been put in by Tom Redfern and Mick Day on this matter.

N. B. raised a query about the possibility of the LCMLA & CIC databases being accessible to trainer/assessors to check information out of office hours.

ACTION:- T.O. to enquire with NCA/BCA IT officer to see if this possible.

The Chairmen of CIC panel and NCP queried if they should attend each other's meetings. The feeling of the committee was that if this was found to be helpful they should do that.

11. Dates of next meetings.

18th December 2004 & 9th April 2005 were already agreed. 30th Sept 2005 was agreed.

It was agreed that a July meeting was not necessary.

The matter of meetings being held midweek rather than on a Saturday was discussed the consensus was against this.