

The meeting commenced at 10:30 am.

1. Present

Graham Mollard (GM)	Training Officer
Tom Peacock (TP)	Chairman of National Co-ordinating Panel
Tom Redfern (TR)	ACI Rep
Idris Williams (IW)	Voluntary Organisation Rep
Nigel Atkins (NA)	Training Officer, DCA
Karen Slatcher (KS)	Training Administrator

2. Apologies for Absence

John Cliffe	
Steve Long	MLT UK
Nigel Ball	Chairman of CIC Panel
Alan Butcher	
Steve Tomalin	

3. Minutes of the meeting held on 14 May 2007

3.1 2.9 Geological Information - TR requested that the last part of this sentence be removed - "Nigel Ball presented some information regarding this at a recent Northern Panel workshop run by TR".

4. Matters arising

4.1 4.3 NCP Chair Position - This was ratified at the last NCP meeting and Tom Peacock agreed to take the position.

4.2 6.1 Hidden Earth - Dena Proctor will be running an SRT workshop on site on the Saturday. NA now has all six SRT sets, previously held by John Cliffe, and will ensure Dena has them, if he does not attend himself. After Hidden Earth, NA will keep three sets and Nigel Ball will have the other three.

GM has asked Steve Tomalin to organise some novice trips on the Sunday.

4.3 9. Caving for Beginners - Ralph Johnson's DVD that was offered to BCA to sell. GM has now responded saying that the feeling is that it is not well enough presented.

5. Report from the Chair of NCP

5.1 The meeting was well attended. Graham stepped down as Chair to concentrate on Training Committee, but completed the meeting.

5.2 3.1 Revalidations out of area - A Trainer/Assessor cannot work out of their own area, but a candidate can revalidate in any area. The TA assessing an out of area candidate will need to contact a TA from their area to check. There will be a box to add the name of this TA on the new Section 4B form.

5.3 3.2 Forest of Dean Panel - S Wales Panel were prepared to step in to cover the Forest of Dean because no-one has been attending NCP meetings, but Des Marshall pointed out that they were still active. NCP proposed that we support Forest of Dean Panel, but there is a requirements for them (indeed all Panels) to attend two out of three NCP meetings per year. Proposed by Dena Proctor,

seconded by Dave Baines - all in favour. Tom Peacock reminded all that an ALO can always send another panel member to NCP as his/her representative.

The difficulties are that he is not on email and that he is a freelance instructor. He has said that he will try to attend, or send a representative and it has been suggested that he may need to decide that he is not the best person to be the ALO. TP said there was a Forest of Dean Panel meeting last week, but Steve Tomalin did not appear to know that he needs to disseminate minutes. KS to send minutes of previous Training Committee and National Co-ordinating Panel minutes and request that all minutes of Forest of Dean Panel meetings are sent to her and GM.

TR suggested that Training Committee, NCP and CIC Panel introduce some 'Terms of Reference' for the working practices of these groups. GM suggested that this is discussed under AOB.

TP said that Steve Tomalin raised a problem. He is not a CIC, but a 'specialist' giving technical and access advice, as is John Elliott, and therefore they cannot become full Trainer/Assessors and can only run training and assessments in mines, not caves. Steve has been shadowing John Crowsley, but this is not sufficient or how the system works. TR said that 'specialists' fall outside the CIC system and their role is decided by their Panel. It was agreed that TP will explain the system (Page 39) to Steve and John. They can work on mines as TAs, having some agreed training that John Crowsley will oversee and then John Crowsley, as 'acting ALO', can propose them on caves to NCP and Training Committee. They could do their Mines Assessment Group day in local caves.

5.4 3.2 MLT UK - GM has invited Steve Long to Training Committee meetings and has also asked TR to represent BCA Training Committee at MLT UK meetings.

5.5 3.3 LCMLA Handbook - Final changes have now been done and we are now waiting for Les Williams as Publications Officer to give it the go ahead. KS has been waiting for nearly four weeks and is away from 15-29 September. It was agreed that Les Williams should be told that if nothing has been heard by 14 September, then KS will assume that all is OK and will send the document to print.

5.6 3.4 Technical Advisor - This position is being covered GM as Training Officer.

5.7 3.5 Out of Date Qualifications - Taken directly NCP Mins: "If a candidate's revalidation is over twelve months out of date, their logged experience must be checked, more experience gained if necessary and they must then do a Core Skills Day reassessment, which will count as a 5 year revalidation. In agreement with GM, KS sends out a Section 4A showing what has been agreed with the Training Officer, so that the TA assessing them can check this from their logbook."

5.8 3.6 CIC Mines Module - Taken directly NCP Mins: "This is still only a paper exercise at CIC level.

The CIC Panel agreed recently that it would remain so, although GM didn't agree. Tony Boyle said

that the Northern Panel have taken on Nigel Ball as their Cave and Mine TA. AB also put forward an

offer to DB for him to join the Northern Panel, primarily as a mines assessor - to attend one meeting

per year (at Ingleborough Hall at present)."

5.9 3.7 Probationary CICs TAs - Taken directly NCP Mins: "Training Committee had agreed that CIC

probationers should work with two different TAs." This should read "TA probationers".

5.10 3.8 Try Caving - Went well, but was fairly expensive, so will probably not be repeated.

5.11 4. Home Papers - Standardisation of papers for training. GM asked for volunteers for a working

party to pull these together and bring to the next NCP - Barry Allbutt and Tony Boyle volunteered.

TR said that he was in favour, but when reviewing Level 2 and SRT papers (which seem to contain the

same questions), CIC papers also need to be reviewed.

5.12 5. Geology/Karst booklet - Richard Hill and Nigel Ball to put together a booklet expanding on what

is covered in the LCMLA Handbook, a review of the minimum of knowledge expected for training,

using extracts from Tim Fogg, John Forder and Dave Elliott's existing information (hopefully).

5.13 6. Weather booklet - Similar to Geology/Karst booklet. Dave Baines to pull this together using

Chips Rafferty info. Barry Allbutt offered to send him a military PowerPoint presentation.

5.14 Porth yr Ogof - Originally Mick Day and Owen Clarke had wanted a kind of code of practice written

for this. GM had asked Juliet Parker-Smith, but as she was extremely busy it came to TP who thought

that it was better to put it to the South Wales Panel as a whole. TP wrote a draft and took it to Juliet

who had ideas and then it was sent out to the Panel. Issues that arose were:

? they did not like the idea of having it because it might encourage people to go into deep water;

? as far as having it up on the noticeboard at Porth was concerned, had anyone consulted the

owners or the Cambrian Caving Council;

? Gary Evans asked who is it aimed at? The vast majority of accidents involved led groups, mostly

military. He wanted to stress that instructors should see it and suggested giving it to all people on

training courses/revalidation workshops.

TR felt that it is important that BCA gets this information out to non-instructors who lead groups.

GM hope that the final format will be as a 3-fold and said that there is money available from the

Publications 'pot'.

5.15 7.2 Section 5s for Porth yr Ogof - NCP had agreed that all Section 5s should have either 'excluding

deep water' or 'including deep water'. There was a debate about whether "including" should be used and at a vote it was agreed not to use it (two to one in favour of this).

5.16 9.1 Revalidations - 4.3.7.1 j) "Workshop directors will be responsible for the collection of the workshop fees including the BCA administration fee and forwarding them to the TASP." This only happens with revalidations, at the moment, but it may possibly include training courses in the future.

5.17 9.2 4.3.7.1 k) - In-house Courses - Training Committee had added an extra point reading "Trainer / Assessors may run in-house revalidations provided they have received prior consent from the Training Officer" Several people were unhappy with this and it was agreed that it should be taken out again. If anybody objects to this they will have to raise it again at Training Committee and GM will, if necessary, take it to Council in September. In short, only Panel-based open course revalidations going through the ALO can be run.

Extra dates can be added, but must go be agreed by the Training Officer.

Candidates can go to any area. Ideally Logbooks should be sent to the TA early so that he/she can check group/personal experience.

NA expressed a concern at the length of time between revalidations now (5 years), because there is no moderation in between.

TR's concern is that large organisations that have had a TA do revalidations 'in-house' for their employees in the past, will now have to pay £50 per head on top of the £15 revalidation fee for each employee. Because of this extra cost, they may no longer revalidate at 5 years.

5.18 9.2a Evaluation Forms will be used for training courses, assessments and revalidation workshops to get feedback. All ALOs to bring copies of any they currently use to the next NCP so that a 'BCA' form can be produced.

TR suggested they are reviewed at the course to be able to get more information. He also suggested that NCP need to be clear on what is being evaluated, the content of the course and/or the course/workshop delivery.

5.19 9.2b Presentations - Working was changed in 4.3.7.2 "Seek advice/agreement [with candidate] on presentation topic". This was done to attempt to allay candidates' fears that they are expected to stand up in front of the group and give a formal presentation, rather that it may take the form of a group discussion or a presentation by the Assessor on a subject of the candidates' choice. NA said that he thought it was a good idea for candidates to be able to give a presentation to a group and that they should be able to.

5.20 11.1 Derbyshire Panel

The question had been asked about the requirements there are for a CIC to become a TA. GM had

responded that there is a recommendation for five years of work as a CIC - meaning they need the relevant experience.

#### 5.21 11.5 Southern England Panel

Robbie Warke, who had been a TA before, reapplied to be reinstated. GM said that he had caused some embarrassment to the scheme and he withdrew from the Panel. NCP decided that he should be allowed to reapply, but he must retake all elements as though applying for the first time. GM sent a letter explaining the historic situation.

#### 5.22 12.4 Canyoning/Gorge Walking Scheme - This scheme is being presented by Scottish Rock &

Water Scheme, which closely resembles the LCMLA and CIC schemes. A letter was sent by MLT

UK and on our behalf (TR to send a copy to GM) saying that we are against the complication and confusion that another scheme would produce. The CIC scheme already covers what is necessary and skills transference to gorges/canyoning could be discuss for the LCMLA scheme.

### 6. Report from the Chair of CIC

Nigel Ball was not available at this time but had sent a letter to GM with four points for discussion.

6.1 CIC Training Course - Candidates should only be allowed to attend if they have Level 2 and SRT for Leader (Mod 5). This enables assessment on ladder and lifeline to be taken out of CIC syllabus. TR

said this can be taken out anyway because a candidate cannot do CIC training if you do not have

Level 2. NA said that he and Dave Edwards always disagreed on this, because Dave was against it as candidates could do Level 2 training and CIC training without being assessed at all. NA added that his Level 2 training now always covers rigging and rescue techniques. All in agreement.

6.2 CIC Training Course Length - This currently lasts three days. Nigel feels that the syllabus cannot be covered in this time and that it should be a minimum of four days, which candidates can extend as necessary.

All in agreement

6.3 CIC Assessment Process - Currently the TA makes a judgement to pass or fail a module and for each module this tends to happen in isolation. Nigel's proposal is not to change the content but to have a more formalised process using a scoring system to identify the skills, knowledge and proficiency for each module, ie 4 inadequate, 3 \_\_\_\_\_, 2 good, 1 outstanding. Training Committee felt that this may work better with 1 being inadequate to 4 being outstanding.

TR agreed in principal but suggested that maybe a numerical system is not the way to go and that

using 'pass', 'fail', 'weak' etc might be an improvement.

All in agreement for Nigel to go ahead with this.

6.4 CIC Assessments - Nigel suggested that we now need 3-part sheets as per the LCMLA Section 4B.  
All in agreement

7. Training Grants 2006-07 (Recreational)

IW confirmed that it is usual practice for BCA to grant one third of the total cost of a course, or a minimum of £100.

7.1 Crewe CPC - Course to be run by Dave Elliott for a maximum of 10 people over 2 days on SRT Rigging. Total cost £240. Grant agreed £100.

7.2 South Wales CC - Nigel Ball to run a Bolting & Rigging course for 6 people. Total cost £450. Grant agreed £150.

7.3 DCA - NA to run specific aspects of vertical caving for club cavers. Total cost £610. Grant agreed £210.

7.4 DCA - 2008 NA to run specific aspects of vertical for club cavers. Total cost £610. Grant agreed £210.

7.5 DCA - 2008 NA Cave Rescue Cave Instructor - Advanced SRT, self rescue, rigging, ladder and line, which will take place underground 60 places in total. Total cost £1,700. Grant agreed £560.

IW said that he used to agree grants and then report back to Training Committee what he had agreed, so that payments were not held up. GM to do this from now on.

8. HSE report on Manchester Hole

8.1 GM to discuss this with TR at a later date.

9. Training Committee, its future

9.1 GM has invited Association of Heads of Outdoor Education Centres, Association of Headteachers and Association of Lecturers for Further Education to attend Training Committee. IW thinks there may be an Association of Scout Caving Groups soon. TR said that one issue is that not all regional council have a Training Officer. IW to send address of Scouts HQ - Ian James, National Advisor - to GM.

10. Any Other Business

10.1 GM: Letter applying for Exemption from Level 2 Assessment - Andy Phillips, staff at Rippon, has lots of military awards (taken with Chips Rafferty) and is looking for exemption from Level 2 (he has Level 1 and Level 2 training). GM knows Andy, has worked with him and he is very proficient; he recommends the exemption. Nigel Ball also recommends this. TR expressed a concern that if he is likely to become a TA, he will not have experience of Level 2 and therefore will find it more difficult to deliver. TP said that he will have to shadow another TA running Level 2 assessments so will experience it that way. All agreed.

KS to send a Section 4A saying that exemption from Level 2 Assessment is granted and he can

proceed straight to CIC Training and a letter asking him to please forward the £30 fee for exemption.

10.2 Joel Corrigan - Letter applying for exemption from as many parts of the [CIC] scheme as possible!! GM read parts of this application to the Training Committee and it was felt that although he is clearly a very strong and experienced caver, he may not be sufficiently empathic when working with groups, particularly of young people. IW said that he had a Level 1 qualification about eight or ten years ago, which has lapsed. It was agreed that KS should send him an Exemption Form to complete and request £30.

10.3 Fairy Holes, Weirdale - GM was told by Geoff Barber of Natural England that Fairy Holes is now open. The quarrying has finished, but the quarry owners will not give access permission until the cave has been checked out. GM has authorised Dave Carlisle to do an inspection on behalf of BCA. He has also suggested to the quarry owners, that once Dave has given the go ahead, BCA would like an access agreement for all cavers. GM to inform Northern Council that he was approached and took the initiative.

#### 11. Dates and place of next meetings

11.1 Saturday, 8 December 2007	Stafford
Monday, 19 May 2008	Stafford
Friday, 19 September 2008	Hidden Earth (provisional, date not yet confirmed)

The meeting closed at 3:00pm.

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British Caving Association  
Minutes of BCA Training Committee meeting held at Staffordshire  
Council's Staff Club on Friday, 7 September 2007

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