



British Caving Association

Minutes of BCA Training Committee held on Tuesday 8th December
at Staffordshire Council Staff Club, Stafford

The meeting commenced at 10:10.

1. Present

Graham Mollard (GM)	Training Officer
Tom Peacock (TP)	Chairman of National Co-ordinating Panel
Nigel Atkins (NA)	DCA Training Officer
Idris Williams (IW)	Voluntary Organisation Rep
Tom Redfern (TR)	ACI Rep
Barry Albutt (BA)	Joint Services Rep
Martin Barry	
Mary Wilde (MW)	Training Administrator

2. Apologies for Absence

Juliet Parker-Smith
Steve Higgins (Steve gave his apologies at the last meeting).
Nigel Ball

3. Minutes of the Meeting Held on 13th October 2009

Section 8 Revalidation. With regard to the definition of quality days, 'An experience that "**stretches**" an individuals caving knowledge, skills and awareness' was changed to read 'An experience that "**develops**" an individuals caving knowledge, skills and awareness.

The minutes were accepted as a true record of the meeting.

4. Matters Arising

4.1 SRT Training.

TR said that the way this element had been introduced was controversial. The minutes stated that it had been agreed to introduce SRT skills in all Level 2 courses but that his notes suggested the proposal was to go to NCP and then back to Training Committee in December.

GM replied that the proposal had been voted upon in the June meeting and passed with 100% in favour.

TR expressed his concern that full consultation had not been undertaken but **GM** said that the Training Committee make policy and full consultation on all issues was not always possible or appropriate.

TR agreed in general, but still felt further consultation should have taken place on this issue.

There was some confusion regarding what exactly had been agreed and **GM** clarified that SRT skills would be included in all Level 2 training courses but that assessment (Module 5) would be optional. It was generally accepted that candidates embarking upon a Level 2 training course should already have basic SRT skills and that this would be specified in the new handbook.

TR said that it was crucial that this was communicated to all T/As. He added that SRT training would not be part of the course but that coaching might take place. He explained that some people had expressed concern that Level 2 training might become a three-day course but that this was a misunderstanding, which emphasised the need for better communication. He reiterated that major scheme changes should have full consultation.

There was further discussion on the issues already covered, plus further concerns regarding areas where at present only ladder and lifeline are used. **GM** acknowledged these concerns but insisted that the scheme should be standard across all areas and that the SRT element would be useful to candidates who move areas. **TP** said that the NCP was in agreement with the content but not with how the decision was made.

MB asked if 'improvised harness' is still used at Level 1 and **GM** confirmed this.

Again more discussion took place this time covering standardisation across panels and when an improvised harness was appropriate. It was noted that some T/A's are not following modern practice and that training should be based upon best practice.

Finally and with regard to communication, **MW** explained that notification of this and all other policy changes would be communicated to all T/A's along with the yearly fee forms in December.

4.2 Military Panel.

GM explained that no further progress had been made but that he was to meet with Steve Higgins next week to discuss the details.

4.3 CIC

GM reported that the recent CIC meeting involved much discussion but no decisions. The CIC handbook rewrite is ongoing. **MW** added that no further hard copies were available and a CD was being sent to trainees instead.

5. LCMLA Handbook.

The meeting spent some considerable time reviewing the LCMLA handbook and agreeing changes. It is not possible to record all the handbook changes in these minutes but it should be noted that all key changes would be communicated to T/A's shortly.

As part of the above review, fees were discussed. In particular **GM** summarised comments from T/As with regard to the T/A fee and expenses for Revalidation Workshops. He noted the huge range of suggestions that had been made and fees of up to £250 plus £100 expenses had been requested. **GM** explained that if fees were increased the minimum numbers per course would have to be raised in order ensure the BCA did not lose money on such workshops.

TR raised the issue of assistant leaders and whether they should receive the same fee as the course director. Some discussion took place, which highlighted that lack of consistency to the manner in which T/As divided the work involved in Revalidation Workshop preparation and administration, between the director and assistant leader. Therefore differential fees for a director and assistant would not be appropriate in all cases.

Finally **GM** proposed the following: -

- L The course director will receive a £200 fee plus up to £50 expenses (this is an inclusive figure to cover expense items such as room hire, transport, tea/coffee if provided.). Expenses will only be paid via an invoice and receipts must be provided.
Assistant leaders will receive a £200 fee. There will be a minimum of 4 candidates at Level 1 and 3 at Level 2. The fees for candidates will rise to £75 for LCMLA and stay at £75 for CIC.

This proposal was agreed.

TP added that if any T/A is unable to work for this amount they should refrain from putting themselves forward to lead Revalidation Workshops.

6. CIC Report

TP noted that progress was slow but that as Nigel Ball was undertaking aspects such as the handbook rewrite on a voluntary basis, delay was not unreasonable.

GM had raised the need for a generic coaching processes course. The CIC panel felt this was appropriate for CIC only but **GM** believed it should apply to LCMLA as well

7. NCP Report

As there had not been an NCP meeting since the last TC meeting, there was no report.

8. New T/A's

None.

9. TC Circulation List.

MW is to send the current circulation list to **GM** who will amend it as appropriate.

10. Weather and Flooding Document

It was generally agreed that the current document required editing to improve its overall readability. **GM** suggested that further photographs should be added. Martin Barry agreed to take on this task and **MW** is to send him the master copy from which to work.

11. AOB.

None.

12. Dates and Place of Next Meetings

Monday 10th May 2010

Sat 16th October 2010

Tuesday 7th December 2010.

The meeting closed at 15:10.