



British Caving Association

Minutes of BCA Training Committee Meeting 7th May 2013
Held at Stafford Council Staff club

The meeting commenced at 10:30 (late start was due to heavy traffic).

1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Graham Mollard	(GM)	CNCC Rep
Graham Derbyshire	(GD)	ACI Rep
Mary Wilde	(MW)	Training Administrator

2. Apologies For Absence

Tom Peacock	(TP)	NCP Chairman
Phil Baker	(PB)	CIC Panel Chairman
Richard Hill	(RH)	CCC Rep

3. Minutes of the Last Meeting.

The minutes of the last meeting were accepted as a true record. Proposed by J-PJ seconded by NB.

4. Action Register and Matters Arising

No	Action	By	Deadline	Done
	15/02/2011			
002	MW to add an option on the S4B form to allow T/As to select 'training excluding SRT skills'. Update 8/5/12 - No progress but hoping to complete this during the 'quiet' summer period Update 13/10/12 No progress but now planning complete S4B revamp. Update 07/05/2013 No progress.	MW	ASAP	
	01/10/2011			
007	NB/SH to set up a BCA event at this years NAMHO Conference Update 13/10/12 Ongoing Update 07/05/13 Ongoing	NB/SH	ASAP	Ongoing
	18/02/2012			
012	AB would try to establish if a national training event would appeal to his members Update 13/10/12 Ongoing Update 07/05/13 AB not present.	AB	Next Meeting	
013	MW to draft a flyer on hat the BCA can offer club cavers. Update 8/5/12 No progress but hoping to complete this during the 'quiet' summer period. Update 13/10/12 Draft format created, ongoing Update 07/05/13 Agreed to raise priority above business as	MW	ASAP	

	usual work.			
	08/05/2012			
021	NB to create a recreational cavers training course proposal and circulate before the next meeting. Update 13/10/12 Ongoing. Titles created but further work to be done. Update 07/05/13 Some progress. Suggested that a pilot day be set up incorporating several modules	NB	Before Next Meeting	
024	NB to raise issues surrounding compulsory BCA membership with council. Update 13/10/12 See agenda item. Update 07/05/13 action completed.	NB	Next Council meeting	Discharged
025	NB is to raise the issues with TA employments status, insurance, expenses with council Update 13/10/12 See agenda item. Update 07/05/13 action completed	NB		Discharged
	13/10/2012			
027	J-PS is to send the current ODF route map to MW Update 07/05/13 action completed	JP-S		Discharged
028	Provide input to discussion on guidelines for dealing with observed bad practice Update 07/05/13 action completed. See also matters arising	ALL		Discharged
029	MW is to liaise with Glenn Jones on implementation of BCA Membership for all scheme members Update 07/05/13 action superseded	MW		Discharged
030	MW is to modify the existing TA agreement to incorporate insurance policy statement and send it to NB for approval. Update 07/05/13 action completed. See also matters arising	MW		Discharged
031	NB to progress development of a CIC TA coaching course Update 07/05/13 action ongoing	NB	Next Meeting	
	07/05/2013			
032	MW to create a TA change notice regarding observation of bad practice	MW	ASAP	
033	MW to remove the statement on providing copy of insurance from TA agreements	MW	ASAP	
034	NB to request funding from Council for LCMLA handbook rewrite.	NB	Next Council meeting	
035	MW to estimate how long stocks of handbooks will last.	MW	Before next Council meeting.	
036	MW to update Guidelines for Technical Advisors document as agreed at the meeting and send it to NB.	MW	ASAP	
037	NB to raise the issue of panel meeting minute ratification as Council	NB	Next Council meeting	
038	NB to report back to CIC panel regarding revalidation workshops not being reassessments	NB	Next CIC Panel meeting	
039	NB to report back to Council on “membership for all” and “access to large systems”.	NB	Next Council	

			Meeting	
040	MW to send TA status confirmation letter to the new TA	MW	ASAP	
041	GD and GM to send their work on geology to NB .	GD/GM	ASAP	

4.1 Action 028 Bad Practise

The outcome of discussion prior to this point was that *“a leader does have a duty of care to intervene if bad practise is observed in others. However, even if intervention is unwelcome or ignored, he or she would be deemed to have carried out that duty of care”*.

Further discussion was generated at the meeting. **GM** explained that he had carried out research on this topic and discussed it with other professional bodies - that the above statement is correct.

J-PS was concerned that this might have a detrimental effect upon relationships between CICs and club cavers were CIC to challenge bad practice. **GM** added that this duty of care extended to anyone holding a **higher** qualification that that of the person in question. **GD** asked if this should be covered in training courses and the syllabus. **GM** felt that it should be included in both. **MW** is to create a TA change notice to inform TAs and **NB** will check this before it is issued. This will also be recorded for inclusion in the next edition of LCMLA and CIC handbooks.

4.2 Action 030 TA Insurance

Although it had been decided (and implemented) for BCA to hold a copy of each TA’s insurance document **GM** questioned this decision. He explained that it had been suggested in the past but rejected. As TAs are working as sub-contractors for BCA it is their own responsibility to ensure they are covered. If they were employed by the BCA the position would be different. **GM** proposed that the decision be reversed. This was seconded by **NA** and agreed unanimously. **MW** will remove this from the TA agreement but will not reissue it to existing TAs until the current one expires.

5. Regional Councils

5.1 DCA. NA

Nothing to report

5.2 CNCC. GM

Access issues are causing many difficulties. It is not clear whether access concerns lay with the landowners or agents. Some are proposing a charge for commercial use of caves.

GM added that his personal feeling is that that regional councils should seriously consider the needs of professional trainers. He also felt that the BCA should support trainer’s needs regarding cave access.

J P-S added that in South Wales current access restrictions make running the scheme untenable.

NA said that the difference between professional and commercial caving must be recognised and catered for. Further discussion took place – but the question of access was to be discussed later in the meeting under an agenda item.

5.3 CCC. RH

RH had sent his apologies. No report.

5.4 CSCC.

No representative present. No report

5.5 DCUC.

No representative present. No report

5.6 BCRC.

No representative present. No report

6. Applications for Training Grants (NB)

Two requested received from CSCC. The first was rejected as it was submitted in retrospect and took place in the previous financial year. The second was a request for £80 for a Dry Stone Walling course. This was agreed but a report must be provided. The request was submitted only a week prior to the course taking place.

7. National Coordinating Panel Report (NB)

7.1 LCMLA handbook – reprint or rewrite required.

It was the feeling of the meeting that the handbook needed to be rewritten and that this should be funded by the BCA. **MW** added that either it should be rewritten or reprinted (or both) as stocks are low. **GD** asked why it should simply exist as a download rather than a CD. **GM** said that it was better to provide something tangible with registration packs. **MW** added the plan was to put new new edition of the LCMLA Handbook on a CD with the CIC handbook as this would be cost effective. **GM** proposed that **NB** request funding from the BCA Council. **MW** is to estimate how long it will be before stocks run out.

7.2 Module 2 and 4 Assessment (NB)

The NCP agreed that where a probationary TA carries out a module 1 or 3 assessment under supervision, neither he or the lead TA could subsequently carry out a module 2 or 4 assessment for that person, with the caveat that the Training Officer may allow this in exceptional circumstances This was ratified by the **TC**

7.3 Ratify Guidelines For Technical Advisors (NB).

The document was produced by the NCP (led by Dena Proctor).

J P-S asked if these were guidelines or mandatory rules and questioned as to whether they contradicted ALS position on the matter.

GM said that the BCA should produce guidelines only.

A discussion followed. The key points were :-

- Remove the statement about TAs
- ALS did provide input.
- Rename it to read “Some Examples of Good Practice for Technical Advisors”
- JPS proposed a vote of thanks for DP for her hard work
- Rewrite section 1 as it is too prescriptive regarding who can be a technical advisor.

NB Proposed the following working to replace Section 1.

“This is a person who holds the appropriate qualification (s) and or experience of the venues to be used” The proposal was accepted unanimously. **MW** will amend the document and send it to **NB**

7.4 “Guidelines for Panels” document (NB).

The NCP feels that the ratification process for panel minutes is excessive.

It was proposed that panel minutes be checked by a panel member and the Training Officer, and subsequently by a member of Exec before they are published. It was stated that the Exec could not amend the content, only any item that has potential be defamatory or bring the BCA into disrepute. **NB** is to take this back to Council.

7.5 Lack of Access To Large Systems (NB)

This item was deferred – to be discussed in conjunction with BCA Membership Agenda Item 9.

8. CIC Panel Report

8.1 The report had been sent by Phil Baker to **NB** in advance.

At the previous CIC panel meeting it had been proposed that in future panel meetings should comprise of the Chairman and Training Officer plus two other panel members who would rotate on a two yearly basis. However since then it had been agreed to try using SKYPE for meetings instead. This is still to be carried out.

8.2 The panel requested a steer from the TC as to whether revalidations should include an element of reassessment and skills check.

This generated much debate. The key points were :-

- We are the only body that even revalidates. Full reassessment would cause more trouble than benefit.

- Reassessment would require a huge amount of effort.
- Re-education would be more appropriate than reassessment.
- Could we defer someone? No, because if we defer someone it implies an element of assessment.
- Should make revalidations more structured.
- Any areas of concern should be addressed on the day via verbal feedback.

The consensus was that revalidations should be more structured and should include an element of verbal feedback. **NB** is to take this back to the CIC panel.

8.3 The CIC statistics report is included at the end of these minutes.

9. BCA Membership for all LCMLA and CIC scheme members.

This item relates to the Council decision regarding membership. Training Committee is tasked with establishing how and when this will be implemented. (**NB**)

NB explained the background. In October the TC had agreed how this should be implemented and the plan was to do so from 01/01/2013. However, due to misunderstandings regarding what had been agreed and implementation issues raised by **MW and Glen Jones**, it had been decided to defer implementation. Proposals were to be formulated by Nick Williams and a way forward agreed by TC at the May 2013 meeting. As no proposals had been made the TC was again tasked with formulating how membership for all would be achieved.

GM said that it was perfectly reasonable to expect scheme members to also be members of their official body. However, he also felt that the BCA was not supporting the training schemes effectively. For example, the BCA should be taking a stand regarding cave access without which the schemes could easily become unworkable.

J P-S was not in favour of membership for all and felt that it would lead to people leaving the scheme altogether. **NB** said that the decision regarding “membership for all” had been made at Council level and all TC was only tasked with establishing how it would be implemented. **GM** did not think it is acceptable to expect the TC to do this without the support of a member of Exec. After further discussion it was agreed that **NB** would report back to Council as follows:-

“The TC does not feel the BCA is an inclusive governing body. Professional BCA cavers are unable to carry out their training and assessments due to lack of support on access issues, and this makes running the scheme untenable”.

“There are too many unanswered questions regarding membership for all which we as a TC are not in a position to answer. We will not progress the membership issue without a member of Exec in attendance.”

10. Should registration and training expire? (NB)

GM felt that registration should not expired but that perhaps training should be renewed after a period of two years. **J P-S** disagreed and stated that she recently assessed someone who had trained years before and found them to be up to standard and even better than some more recently trained candidates. After further discussion it was agreed to leave both “as is”.

11. Leaders working/living abroad – delay to revalidation (NB)

NB stated that he would consider some revalidation leeway where someone had been living and working abroad and unable to revalidate their award. However this would not be granted where someone had spent some time abroad but had been in this country long enough to revalidate their award on time.

12. Process for Appointment of TAs (NB)

Currently local panels control who should become aspirant TAs. There was a danger that this could become subjective. Other similar organisations appoint assessors centrally. **NB** proposed that aspirant TAs should apply to the TC in the first instance. **NA** felt that panels may not be in favour of this.

13. Notification of all training courses and assessments to BCA (NB)

(NA left 14:05)

NB suggested that in order to implement some form of moderation it would be necessary for all training courses and assessments to be notifiable to BCA. **GM** added that this would also assist probationary TAs to find suitable dates for observations etc. **J P-S** said that notifying BCA of all such courses was acceptable only if moderation were to be introduced and that commitment to moderation should be made first. The meeting agreed in principal to **NB**s proposal.

14. Ratification of New TAs

The meeting considered the status of a probationary TA for South Wales

NB proposed that this person be given full TA status and **J P-S** seconded. The meeting agreed unanimously. **MW** will send a confirmation letter to the new TA.

15. Any Other Business

J P-S asked if there was any progress on the geology document. **GM** said he has put together an outline. There were conflicting views about what should be taught at L1 L2 and CIC. **J-PS** felt that it will not be possible to achieve standardisation across the scheme until this has been decided.

GD has some bullet points covering what he teaches regarding geology. **GM** and **GD** will send their respective lists to **NB**, who will put these together and send to ALOs for discussion.

16. Dates and place of next meetings

Saturday 12/10/2013 10:00

Tuesday 25/02/2014 10:30 (please note this is later than usual)

Tuesday 20/05/2014 10:30 (please note this is later than usual)

Meeting closed at 15:21