



# British Caving Association

Draft Minutes of BCA Training Committee Meeting 13<sup>th</sup> September 2014  
Stafford Council Staff Club

The meeting commenced at 10:00.

## 1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Mary Wilde	(MW)	Training Administrator
Lee Paskin	(LP)	NCP rep
Graham Derbyshire	(GD)	ACI rep
Alan Butcher	(AB)	Training Officer (CSCC)
Rich Hill	(RH)	CCC Rep
Idris Williams	(IW)	Assoc Scout Caving Teams (ASCT)

## 2. Apologies for Absence

Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Gill Jordan	(GJ)	Administration Support
Steve Holding	(SH)	NAMHO
Phil Baker	(PB)	CIC Chair

## 3. Notification of AOB

**NB** : New TAs as this had been missed off the agenda

**IW**: Near misses

## 4. Minutes of the Last Meeting.

**LP** commented that in the minutes of the last meeting the CIC report stated that Phil Booth had stepped down as a TA. It was noted that this refers to LCMLA not CIC as was minuted.

**NA proposed** and **GD seconded** that the minutes of the last meeting be accepted as a true record.

## 5. Action Register and Matters Arising

### 5.1 Action Register

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. <b>Update 02/11/2013</b> Completely revamped form being trialled by 10 TAs. <b>Update 18/03/2014</b> Still in trial due to MW's workload	<b>MW</b>		Discharged

	<p><b>Update 20/05/14 MW:</b> completed and now ready to go. <b>NB</b> apologised that he had yet to review them but would have done so by the end of the week ( May 23<sup>rd</sup>)</p> <p><b>Update 13/09/2014</b> New S4Bs for LCMLA and CIC have been issued.</p>			
	18/02/2012			
013	<p>MW to draft a flyer on that 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 usual work.</p> <p><b>Update 02/11/2013</b> MW has produced a draft and is waiting for response from BCA secretary.</p> <p><b>Update 18/03/2014 MW</b> to send the draft flyer to all present at this meeting for feedback.</p> <p><b>Update 20/05/14</b> Feedback to date has been sparse. The feeling generally in the meeting is that this is ready to go subject to approval. Will be sent by <b>MW</b> to Les Williams and Damian Weare and other committee members. <b>MW</b> to get quote from supplier to print.</p> <p><b>Update 13/09/2014 Flyer approved. Agreed to have 1000 printed and will attempt to get these done before Hidden Earth</b></p>	<b>MW</b>	ASAP	
	08/05/2012			
021	<p>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</p> <p><b>Update 02/11/2013</b> aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4.</p> <p><b>Update 18/03/2014 Ongoing</b></p> <p><b>Update 20/05/14 Ongoing</b> (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.)</p> <p><b>Update 13/09/2014 See agenda item 12.</b></p>	<b>NB</b>	Before Next Meeting	
	13/10/2012			
031	<p><b>NB</b> to progress development of a CIC TA coaching course Update 07/05/13 action ongoing</p> <p><b>Update 02/11/2013</b> course material produced. Now considering how to deliver it to CICs.</p> <p><b>Update 18/03/2014</b> Initially to be delivered in two areas – N England and S England</p> <p><b>Update 20/05/14 Ongoing</b></p> <p><b>Update 13/09/2014 Ongoing</b></p>	NB	Next Meeting	
	07/05/2013			

041	<b>GD and GM</b> to send their work on geology to <b>NB</b> . <b>Update 02/11/2013</b> Ongoing <b>Update 18/03/2014</b> Ongoing <b>Update 20/05/14</b> Ongoing ( <b>GM</b> has now pulled out) <b>Update 13/09/2014</b> Ongoing	<b>GD/ GM</b>	ASAP	
	<b>02/11/2013</b>			
042	<b>NB</b> to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves <b>Update 18/03/2014</b> <b>NB to invite a rep to the next meeting</b> <b>Update 20/05/14</b> Ongoing: <b>AE</b> is happy to attend a TC meeting (to be arranged) and would also like to observe some training and assessment courses. <b>Update 13/09/2014</b> <b>AE still aims to attend and to observe some training and assessments.</b>	<b>NB</b>	ASAP	
	<b>18/03/2014</b>			
059	<b>MW</b> to update the TA agreement and reissue in Jan 2015 <b>Update 20/05/14</b> Ongoing <b>Update 13/09/2014</b> Ongoing	<b>MW</b>	Jan 2015	
	<b>20/05/2014</b>			
063	<b>NB</b> To research options for using Skype in subsequent meetings. <b>Update 13/09/2014</b> Video conference facilities could be built for £200 per node plus £2000 per year for software.	<b>NB</b>	ASAP	
064	<b>MW</b> To provide a flyer sent by <b>GM</b> re insurance info to go with new registration docs. <b>Update 13/09/2014</b> <b>LP</b> agreed to work with <b>MW</b> to put together an info sheet for the website and registration packs.	<b>MW/ LP</b>	ASAP	
065	<b>NB</b> To contact Leeds University re grant from TC. To clarify availability to BCA of film made during first aid course. <b>Update 13/09/2014</b> <b>There will be material available to the BCA. Grant agreed.</b>	<b>NB</b>	ASAP	Discharged
066	<b>MW</b> to contact Damien Weare and Les Williams re ratification of reverting to Draft 4 of the guidelines for Ts <b>Update 13/09/2014</b> <b>Done, but MW to contact DW to find out what happens next with the guidelines for Technical Advisors document.</b>	<b>MW</b>	ASAP	
067	<b>NB</b> to assign tasks re TC structure review <b>Update 13/09/2014</b> See agenda item 13.	<b>NB</b>	ASAP	
068	<b>NB</b> to send letters of thanks to Dave Elliot and Phil Booth <b>Update 13/09/2014</b> <b>Letter sent.</b>	<b>NB</b>		Discharged
069	<b>MW</b> to order PLOW cards to be printed and laminated then send invoice to BCA treasurer. <b>Update 13/09/2014</b> <b>Cards produced and to be sent out with registrations and placed as free issue in various equipment shops</b>	<b>MW</b>		Discharged
070	<b>NB</b> to alter some of the wording in the TA Appointments document.	<b>NB</b>	ASAP	

	<b>Update 13/09/2014 Ongoing</b>			
071	<b>NB</b> to report to council that a voluntary rewrite of the LCML scheme is no longer an option. <b>Update 13/09/2014 Ongoing</b> - See matters arising	<b>NB</b>	ASAP	
072	<b>NB</b> to contact <b>MW</b> re parity of SIU and BCA awards document. (Mines and admin). <b>Update 13/09/2014 Ongoing</b>	<b>NB</b> <b>MW</b>	ASAP	
	<b>13/09/2014</b>			
073	<b>MW</b> to scope out the work required the bring the existing LCMLA handbook up to date	<b>MW</b>	ASAP	
074	<b>LP</b> to discuss the proposed restructure of the meetings model with the other ALOs	<b>LP</b>	Next Meeting	
075	<b>MW</b> to ensure Scout Team Training exemption from LCMLA training is added to the next NCP agenda.	<b>MW</b>	Next NCP	
076	<b>MW</b> to ensure that “revisit the rules for Recreational Caver Training “ be added to the agenda for the next TC meeting	<b>MW</b>	Next TC	

## 5.2 Matters Arising

**5.2.1 LP** stated that in the NCP report at the last meeting, clarification was needed with regard to the SRT element of training courses in North Wales. It was noted that such training courses *may* need to be longer depending upon the skill level of the candidates.

**5.2.2 LCMLA Handbook rewrite.** As council will not sanction payment for this work and the volunteer had withdrawn his offer, we are no nearer starting this task. **MW** stated that based on previous similar exercises it is extremely likely that a further run of CDs would be required before completion of a new edition. She said there were three options:

1. Bring the current edition up to date
2. Reformat the document and bring it up to date
3. Rewrite the scheme and reform the document.

Options 2 and 3 are significant tasks. Option one is still time consuming but far less so than either of the other two. She also mentioned that the intention was to put both LCMLA and CIC on a single CD.

After some discussion it was agreed that **MW** would scope out task one – but noted that her work load would be greater now summer is over and even this may take some time. **AB** kindly offered to help in any way he could – possibly as a proof reader.

## 6. Regional Council Reports

### 6.1 Derbyshire NA.

**NA** said that in Derbyshire training courses hosted by clubs are more successful than those run directly via the BCA. Cliffhanger was an excellent event this year with caving stand attracting more people than others – and it was the only stand that provided activities for under 7s. It was a pity that the bouldering contest was held elsewhere but that overall it was a very successful event.

There were some access issues regarding a site in Northern England, which have been passed to the CNCC access officer.

## **6.2 CSCC AB**

AB reported that a 'digging' event had taken place but was not well supported. They are hoping to set up a training event for September 2015.

## **6.3 CCC RH**

An SRT workshop took place which was very successful. There has also been a "bat walk and talk" again a good event. Plans are underway for a photography workshop, another bat walk and a surveying workshop.

There will also be an SRT workshop next year in North Wales.

## **7. Grants**

Grant requests have been received from the Shropshire scout group and a cave photography workshop. These have been accepted. NA said that their cave photography workshop was not well attended but the DCA are planning an SRT Rigging and Rescue workshop.

## **8. NCP Report LP**

The NCP had discussed the removal of compulsory panel meeting attendance and wish it to be reinstated. They noted that the decision would be reviewed after 6 months but request that this period be extended to 12 months as this would be a more appropriate time scale in which to establish the effect of removal. The TC agreed to extend the review period and it will now take place in Feb/Mar 2016.

The NCP also discussed

- Revalidation period for level two awards – is 5 years too long?
- SUI parity - to be revisited at the next meeting
- Action plans on S4Bs
- Number of students on Module four assessments

Dave Baines had raised the possibility of providing a local mine leader award in Cornwall. Dena Proctor and Stephan Natynczuk are to explore this idea. A suitable mine site is required as well as TAs who can provide training and assessment. Conduro mine has been put forward as a possible option.

## **9. CIC Report NB**

Phil Baker drew the meeting's attention to a statement from DEFRA on adventure training through not-for-profit organisations. This generated a discussion but the meeting concurred that the issue has to be addressed at BCA council level.

CIC statistics were reported. Registrations and revalidations are down this year compared to last year but the last quarter of the year generally shows an increase in all these aspects. There are 80 active CICs which reflects one person having left the scheme and one newly qualified. There are 12 or so in the start assessment process but some of these are very old requests and may never actually be assessed. Revalidations are currently £405 in profit.

## **10. Moderation Process NB**

The process has started with one course having been observed in South Wales and one in Derbyshire with a predominantly positive outcome. The only food for thought was the ratio of technical aspects to leadership and coaching. The TC discussed this aspect and there were varying opinions on what the ratio should be and also on definition of terms such as instruction, leadership and coaching.

## **11. Awards for Children**

There is a proposal to introduce some sort of caving award for children. Stephan Natynczuk has agreed to look into this starting with the Wellington School model. A discussion document is to be produced.

## **12. Current state and possible restructure of delivery of BCA awards NB**

NB presented a view on the current scheme and a possible future model which would deliver technical skills based modules in parallel to leadership modules. The idea was that people could step up through the technical modules and step sideways into the leadership strand if desired. NB felt that the emphasis in the scheme should be on developing skills beyond a student's existing competencies.

A discussion followed which revisited the definition of coaching (again) and on whether the prerequisites for joining the scheme were sufficiently robust. Regarding the latter it was felt that increasing the level of prerequisites might raise the quality of students but might also reduce uptake. It was agreed that the idea should be revisited once the moderation process has been in place for two years.

## **13. Current structure of BCA Training Committee NB**

Council has tasked the TC to propose a restructure of the meeting model. NB presented one idea which grouped those predominantly concerned with awards together, and constituent bodies together, each having a rep that would form the TC. Power would be vested in each of these groups to make decisions on schemes and recreational caving issue respectively.

AB was not in favour of this split as he felt that some issues such as access affect both groups. He favours a return to the original structure with the NCP having the power to make scheme decisions. He also asked that we don't forget that both groups have the same underlying love of caving at their core. LP is going to discuss this with the other ALO's

## **14. Scout Team training to count for exemption from LCMLA (IW)**

IW put forward the idea that Scout Team training could exempt student from LCMLA Training. NA pointed out that they could apply for exemption by the existing route (as stated in the LCMLA Handbook) LP suggested this be discussed at the next NCP. One issue would be that all BCA courses are delivered by CICs and this does not apply to scouts.

## **15. Revisit the rules for Recreational Caver Training (IW)**

Due to lack of time this item was deferred to the next meeting.

## **16. Near Misses (IW)**

IW asked if there was any BCA system of writing up details of near misses accidents etc. so that we could all learn from each-others mistakes. Unfortunately the meeting had to end as the room was required, before the discussion reached a conclusion.

## **17. AOB**

New TAs – Andy Phillips was ratified as a full status TA on the JSMT panel.

## **18. Dates and place of next meetings**

**Tuesday 03/03/15 10.00 am Stafford**

**Tuesday 12/05/15 10.00 am Stafford**

**The meeting closed at 13:00**