



British Caving Association

Minutes of BCA Training Committee Meeting 03/03/15
Held at Stafford Council Staff club

The meeting commenced at 10:10 am

1. Present

Nigel Ball	(NB)	Training Officer
Nigel Atkins	(NA)	DCA Training Officer
Idris Williams	(IW)	ASCT
Gill Jordan	(GJ)	Administration Support
Mary Wilde	(MW)	Training Administrator
Dave Baines	(DB)	NCP Rep
Richard Hill	(RH)	CCC rep

2. Apologies for Absence

Juliet Parker-Smith	(JP-S)	Heads of Centres Rep
Phil Baker	(PB)	CIC Panel Chairman

3. Notification of AOB

MW: Meeting minutes archive
IW : Recreational training grants.
DB : Access to caves in S Wales
NB : CIC Trainer Assessors operating at LCLTA level

4. Minutes of the Last Meeting.

NA proposed the minutes of the last meeting are a true record.
Seconded by RH.

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. Update 02/11/2013 Completely revamped form being trialled by 10 TAs. Update 18/03/2014 Still in trial due to MW's workload Update 20/05/14 MW: completed and now ready to go. NB apologised that he had yet to review them but would have done	MW		Discharged

	so by the end of the week (May 23 rd) Update 13/09/2014 New S4Bs for LCMLA and CIC have been issued.			
	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. Update 02/11/2013 MW has produced a draft and is waiting for response from BCA secretary. Update 18/03/2014 MW to send the draft flyer to all present at this meeting for feedback. Update 20/05/14 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 MW to Les Williams and Damian Weare and other committee members. MW to get quote from supplier to print. Update 13/09/2014 Flyer approved. Agreed to have 1000 printed and will attempt to get these done before Hidden Earth Update 03/03/15 Flyers now printed. MW needs to get flyers out to clubs. MW will get list from BCA membership secretary. Ongoing</p>	MW	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 Update 02/11/2013 aiming to arrange a workshop for club training officers in 1st quarter 2014. See 5.4. Update 18/03/2014 Ongoing Update 20/05/14 Ongoing (after general discussion in the meeting re why recreational cavers are not taking up offers for courses.) Update 13/09/2014 See agenda item 12. Update 03/03/15 Ongoing. Moving forward but no further progress re clubs. Further discussion will take place with CHECC.</p>	NB	Before Next Meeting	
	13/10/2012			
031	<p>NB to progress development of a CIC TA coaching course Update 07/05/13 action ongoing Update 02/11/2013 course material produced. Now considering how to deliver it to CICs. Update 18/03/2014 Initially to be delivered in two areas – N</p>	NB	Next Meeting	

	England and S England Update 20/05/14 Ongoing : Update 13/09/2014 Ongoing Update 03/03/15 Ongoing NB: This has gone back to the chair of CIC			
	07/05/2013			
041	GD and GM to send their work on geology to NB . Update 02/11/2013 Ongoing Update 18/03/2014 Ongoing Update 20/05/14 Ongoing (GM has now pulled out) Update 13/09/2014 Ongoing Update 03/03/15 Ongoing NA suggested use of Geology book “Beneath Our Feet” by Tim and Pam Fogg.	GD/ GM	ASAP	
	02/11/2013			
042	NB to invite a rep from the BCA Exec (Andy Eavis) to TC to discuss membership of BCA and access to caves Update 18/03/2014 NB to invite a rep to the next meeting Update 20/05/14 Ongoing: AE is happy to attend a TC meeting (to be arranged) and would also like to observe some training and assessment courses. Update 13/09/2014 AE still aims to attend and to observe some training and assessments. Update: 03/03/15 Ongoing NB to contact DW re attendance.	NB NB	ASAP ASAP	
	18/03/2014			
059	MW to update the TA agreement and reissue in Jan 2015 Update 20/05/14 Ongoing Update 13/09/2014 Ongoing Update 03/03/15 Discharged	MW	Jan 2015	Discharged
	20/05/2014			
063	NB To research options for using Skype in subsequent meetings. Update 13/09/2014 Video conference facilities could be built for £200 per node plus £2000 per year for software. 03/03/15 Update MW suggested we try using Skype.	NB	ASAP	
064	MW To provide a flyer sent by GM re insurance info to go with new registration docs. Update 13/09/2014 LP agreed to work with MW to put together an info sheet for the website and registration packs. Update 03/03/15 Ongoing. MW : No info is forthcoming so MW will not send info out but will refer clients to the Insurance Company direct.	MW/ LP MW	ASAP	
065	NB To contact Leeds University re grant from TC. To clarify availability to BCA of film made during first aid course. Update 13/09/2014 There will be material available to the BCA. Grant agreed.	NB	ASAP	Discharged

066	<p>MW to contact Damien Weare and Les Williams re ratification of reverting to Draft 4 of the guidelines for Ts Update 13/09/2014 Done, but MW to contact DW to find out what happens next with the guidelines for Technical Advisors document. Update 03/03/15 NB to send latest draft version after suggested amendments from a council member, to DW, LW and MW</p>	MW	ASAP	
067	<p>NB to assign tasks re TC structure review Update 13/09/2014 See agenda item 13.</p>	NB	ASAP	Discharged
068	<p>NB to send letters of thanks to Dave Elliot and Phil Booth Update 13/09/2014 Letter sent.</p>	NB		Discharged
069	<p>MW to order PLOW cards to be printed and laminated then send invoice to BCA treasurer. Update 13/09/2014 Cards produced and to be sent out with registrations and placed as free issue in various equipment shops</p>	MW		Discharged
070	<p>NB to alter some of the wording in the TA Appointments document. Update 13/09/2014 Ongoing Update 03/03/15 NB presented revised/reworded document to the meeting. To be discussed at next NCP meeting. NB will present.</p>	NB	ASAP	
071	<p>NB to report to council that a voluntary rewrite of the LCML scheme is no longer an option. Update 13/09/2014 Ongoing - See matters arising Update 03/03/15 NB will contact GE on S Wales panel.</p>	NB	ASAP	
072	<p>NB to contact MW re parity of SIU and BCA awards document. (Mines and admin). Update 13/09/2014 Ongoing Update 03/03/15 Document has been amended by NB.</p>	NB MW	ASAP	Discharged
	13/09/2014			
073	<p>MW to scope out the work required the bring the existing LCMLA handbook up to date</p>	MW	ASAP	Discharged
074	<p>LP to discuss the proposed restructure of the meetings model with the other ALOs Update 03/03/15 Ongoing.</p>	LP	Next Meeting	
075	<p>MW to ensure Scout Team Training exemption from LCMLA training is added to the next NCP agenda.</p>	MW	Next NCP	Discharged
076	<p>MW to ensure that “revisit the rules for Recreational Caver Training “ be added to the agenda for the next TC meeting</p>	MW	Next TC	Discharged
	03/03/15			
077	<p>NB to approach GD regarding 041. NB to contact GM re diagrams. Put issue to NCP re putting a document together.</p>	NB	ASAP	
078	<p>DB To formalise the statement made in 5.2.2 re the TC structure review.</p>	DB	ASAP	
079	<p>RE 070 : NB to present revisions to the TA Appointments</p>	NB	Next NCP	

	document at next NCP meeting.			
080	PB's CIC panel report (point 4) to be sent back to CIC panel with comments from NB to be taken into consideration.	NB	Next CIC	
081	MW to write to suspended probationers and tell them that they have a month in which to pay outstanding fees.	MW	ASAP	
082	NB Moderation paperwork to go ahead in its current format.	NB	ASAP	
083	MW To archive TC and NCP minutes in the BCRA library.	MW	ASAP	
084	NB to place Criteria for Recreational Training Grants as an agenda item for the next TC meeting.	NB		
085	NB To raise the issue of access to caving sites in South Wales personally, with Andy Eavis.	NB	ASAP	

5.2 Matters Arising

5.2.1 Cave Geology NB to approach GD regarding 041. NB to contact GM re diagrams. Put issue to NCP re putting a document together.

5.2.2

TC Structure review

DB proposed that we make the following statement :

“NCP was created out of this committee (TC) and the CIC panel was created later for the same purpose : to have authority to run their schemes. TC was tasked to have oversight and to generally rubber stamp decisions made by the NCP and CIC panels. TC’s role is to monitor the activities of the panels.”

Seconded : **NA, RH**

TC thinks that this structure is adequate and should continue.

5.2.3

Re 070 DB Proposed that the document presented by NB will be added to the next NCP meeting agenda for discussion.

5.2.4

Minutes amendment Item 10 should say North Wales, not South Wales.

6. Regional Councils

6.1 CCC

RH : SRT courses running well and are always popular. Funding usually comes from Sports Wales.

Can we apply to TC for funding for these courses?

NB : Advised RH to fill in form and apply for funding.

6.2 CNCC

Nothing reported.

6.3 Devon Cornwall

Nothing reported

6.4 DCA NA

Things are busy. Cliff hanger, successful. NA asked how can SRT skills achievement be formalised as people achieve certain standards. Insurance matters were discussed. NA referred to the fact that insurance falls back on his own personal insurance. Only Trainer assessors can deliver/assess SRT skills.

NB asked if club training officers can become involved.

NA stated that he is presently testing the market and trying to promote more training.

IW stated that more people need to get on board if it is to take off.

NB commented that SRT could be developed as a module, though this idea has been previously rejected by TC.

7. Applications for Training Grants

NA has four applications all of which are with **NB**.

These were approved by Training Committee.

8. National Co-ordinating Panel Report

DB : Summarised the NCP report to the meeting.

Re : Action 106 from the last BCA minutes, the NCP has proposed that the LCMLA handbook be rewritten as a slimmed down version.

9. CIC Panel Report

PB sent a report to be summarised at the meeting. **NB** read the report. CIC stats were shared, as was the Revalidation Workshops schedule. The report shows that Revalidation Workshops are running in profit.

NB initiated a discussion re point 4 in **PB**'s report regarding the panel's recommendation that there be a change to how CIC assessment works. General discussion took place regarding this matter.

NA stated that the proposed new system is fair to a point, but needs some adaptation so that all trainers get a fair crack of the whip.

NB highlighted the possible admin. implications for **MW**.

NA Suggested **MW** be provided with a list of Trainer Assessors to cut down her workload.

NB pointed out that council has said they will not employ people to do training courses, that they must be self employed. He also stated that working in this way could be a contravention of the competition act. He argued that candidates should be able to choose their assessor.

RH stated that the proposed rotational model is fairer and will mean that work is more evenly distributed.

Discussion took place about whether candidates should be able to select their assessors

NB stated that the assessor issue should go to the vote.

NA stated that it could go to the vote or be sent back to CIC.

IW suggested that the document be sent back to CIC with the query that candidates could be given more choice re their assessors.

It was agreed that the document would be sent back to CIC panel with comments from **NB** to be taken into consideration.

10. New Trainer Assessors

MW : We need to discuss those TAs who are currently suspended and how they are to be reinstated. There are currently two TAs in this position.

NA *Named person* needs to attend a workshop.

NB *Named person* could attend a workshop in a different area?

It was agreed that *named person* should attend a CA Assessors workshop ASAP. This must happen within 12 months, or they will be struck off.

NB suggested a full day workshop for all trainer assessors.

MW Two probationers have not paid. What do we do about this? They are both now suspended.

It was discussed and then agreed that **MW** will write to the suspended probationers and tell them that they have a month in which to pay. In the interim, they are suspended. If payment is not forthcoming by the end of the month they will need to reapply to Training Committee. It was also agreed that this arrangement applies to both probationers AND fully qualified Trainer Assessors.

11. Moderation Criteria of BCA Training and Assessment Courses.

NB Presented the proposed outline of Moderation paperwork which had previously been emailed to all NCP and Training Committee members. It was agreed by the meeting for this proposed paperwork to go ahead.

12. AOB

12.1 Meeting minutes archives. (MW)

MW proposed that TC and NCP minutes should be archived in the BCRA library. This was agreed to by the meeting.

12.2 Recreational Training Grants (IW)

IW presented the BCA document with notes for the guidance of Applicants for Training Grants. He pointed out that the application process is overcomplicated and unclear. Could the process be amended so that the grant covers the “reasonable cost” of the course/training?

NB proposed that this issue is too big to cover in AOB and that it be placed upon the agenda for the next TC meeting. This was agreed by the meeting.

IW provided **NB** with notes regarding this matter.

12.3 Access to Caves in South Wales (DB)

RH Reviewed sites that can be used for training without breaking access rules. There are so few that the scheme is not workable. This issue needs to be referred to Council as the scheme cannot be run properly.

NB will raise this issue personally with Andy Eavis.

12.4 CIC Trainer Assessors Operating at LCLMA Level. (NB)

NB discussed the irony that CIC Trainer Assessors can assess people at that standard for any cave systems, but are limited at LCLMA level. Should they be able to give any LCLMA sites?

NB Suggested that panels should have an area on the BCA website where regional information could be posted ie. Access, conservation etc... LCLMA, CIC holders and recreational cavers could use this resource for keeping themselves up to date.

MW stated that this information needs to be kept up to date.

13. Dates and Places of Next Meetings.

- TC : 12th May 2015 BCRA Library, Derbyshire
- TC : 19th September 2015 Stafford

The Meeting closed at 15.10