

# BCA LCMLA Trainer/Assessor Terms of Reference & Pathway



Trainer/Assessors (T/As) are approved by the British Caving Associations (BCA) Qualification Management Committee (QMC) to deliver training and assessment courses following the BCA's Local Cave & Mine Leader Assessment (LCMLA) Scheme.

T/As should hold the following qualifications and pre-requisite experience:

- CIC held for at least 1 year and held the Vertical Cave and/or Mine Leader (previously known as the Level 2) award for at least 3 years
  - If applying to become a Mine Leader T/A in addition candidates must also have held the CIC Mines Module for at least one year
- A good range of recent personal cave and/or mine exploration experience
- A good range of recent experience delivering cave/mine exploration activities
- Good and current knowledge of the region's main cave/mine exploration venues

In exceptional circumstances applicants with special expertise or who do not hold the pre-requisite experience may be invited to join a Panel, following approval from QMC. In such cases QMC, guided by the Panel may request some additional training or observations from a candidate as part of their apprenticeship.

Those appropriately qualified should approach a regional panel in which they would like to work to apply to become a T/A. The regional panel will make an assessment as to the candidate's qualification and experience based on guidance from QMC (see scoring matrix), two of whom should then agree to be nominated as referees to endorse a candidate's application to start the T/A apprenticeship scheme.

Other relevant information may be submitted along with the minimum expectations outlined in the scoring matrix, e.g. coaching, accreditation or leadership experience in other sports, activities and education to support an application. A zero score within the matrix does not affect a candidate's application however, these would need to be addressed during an apprenticeship.

The QMC advises the number of members for each Panel based on the demand for Training and Assessment Courses in that local area with input from the Training Administrator. Applications to commence the T/A apprenticeship should be encouraged by Panels with due consideration to the future of a Panel, however if Panels are at their capacity applications may be declined. Applicants to a Panel will be considered in order of the date that their application is received.

**Candidates are advised to check with the Panel they wish to join or QMC before considering applying to start the T/A apprenticeship to ensure the Panel is not full.**

Those applying to become an apprentice T/A, **once they've satisfied the pre-requisite experience and gathered support from two regional T/As**, must register their application through the BCAs Qualification Management System (QMS) evidence their experience, and pay the administration fee. Applications to start the apprenticeship scheme should be made via the QMS

(<https://britishcaving.justgo.com>) under Events & Courses > T/As > Apply to become a Trainer/Assessor.

To maintain T/A status all T/As (including apprentice T/As) must

- Remain an active member of each regional panel
  - For example, a combination of personal exploration within each region, regular delivery of training or assessment courses within each region, regular delivery of a range of group sessions, and attendance of regional panel meetings
  - QMC will periodically review the make-up of panels
- Maintain BCA membership
- Maintain their CIC (and Mines Module if appropriate) qualification
- Remain current with the award scheme through attending Panel Meetings, T/A workshops or Peer to Peer reviews (as appropriate) every 3 years
- Annually agree to, and work within, the T/A agreement
- Pay the appropriate annual T/A fee (full T/As only)

## **Apprentice T/A Pathway**

The apprentice T/A must complete course observations with at least three different T/As, preferably members of the Panel to which they seek membership. Lead T/As should complete an observation form (see below) to provide supporting evidence that a T/A apprentice is appropriately experienced and qualified to become a LCMLA T/A.

In addition, the apprentice T/A must familiarize themselves with the Qualification Management System (QMS). A series of training videos will be made available to the apprentice T/A on acceptance.

In some circumstances candidates may be asked to undergo some further training or mentoring such as observing and contributing to a complete Training Course for either Cave or Mine Leader, observe a group day assessment, or go caving/mine exploring in the new region with their referee. On satisfying these steps the candidate must then register attendance at a regional Panel meeting on the QMS.

Candidates should complete the apprenticeship process within 24 months, those who take more than 24 months may be required to re-apply.

Once the T/A apprentice process has been completed, and the appropriate T/A qualification awarded, the T/A will be required to agree to and sign the T/A agreement for full access to the QMS. T/A membership will be provided at no further cost for the remainder of the calendar year, provided the apprentice process has been completed within 24 months.

**Note candidates attending a panel meeting as guest or prior to satisfying these steps must not register their attendance on the QMS.**

## **Joining Other Panels**

QMC will advise on the number of T/As for a Panel weighing up regional demand. T/As wishing to transfer to another region are advised to contact QMC prior to approaching a Panel to check if there is a need for additional T/As. If the panel is full applications may be considered at the discretion of that regional Panel.

T/As wishing to join another panel must satisfy at least two referees from that Panel that they have sufficient local knowledge to join in line with the scoring matrix (see below).

## **Terms of Reference for Regional LCMLA T/A Panels**

For the purposes of the LCMLA Scheme the mainland UK is divided into regions which generally correspond to the major geographical locations in which caves and mines are found.

These regions are

- Derbyshire
- Northern England and Scotland
- North Wales
- Southern England (Devon, Cornwall, Forest of Dean, Mendip, Somerset & Sussex)
- South Wales (Forest of Dean)

## **Purpose**

The BCA regional panels bring together at a local level BCA qualified T/A who have a shared aim to work to deliver the LCMLA scheme in that region.

Each region is assigned a panel which consists of a number of BCA qualified T/As who have a particular local knowledge of the sites used for group caving and mine exploration activities in that area and who are approved by BCA to operate the LCMLA scheme in that area.

QMC will advise on the maximum number of T/As for a panel weighing up regional demand.

The Panel will act as;

- A knowledge base
- A forum to help to achieve consistent standards in the LCMLA scheme
- A forum to discuss accidents, incidents and near misses
- A forum to share local knowledge on issues which may affect the use of various caving and mine exploration venues including;
  - Access
  - Conservation
  - Local safety related issues

- A method of feeding back their knowledge to QMC to help to shape the Awards Schemes.

The Panel will collectively;

- Deliver the LCMLA scheme in the relevant region
- Appoint an Area Liaison Officer (ALO) to represent the panel as an active member of the QMC
- Liaise with the QMC via the ALO on issues which affect the running of the scheme including;
  - Administration
  - Equipment
  - National standards – e.g. safety, lessons learned & techniques
  - Feedback and review of Training, Assessment & Update Workshop courses

## **Relationship with the BCA and QMC**

- T/As act as ambassadors for the LCMLA Scheme
- All T/As are members of the BCA
- T/As are approved by BCA to deliver specific elements of the LCMLA Scheme
- For Training and Assessment courses, T/As manage courses independently
  - Update Workshops are managed with, and paid a fee by BCA & QMC
- The T/A is required to abide by the annual T/A Agreement

## **Appointment of Area Liaison Officer**

The ALO will be appointed from within the Panel membership. There is an expectation that the ALO should serve for a period of at least three years in order to maintain the continuity of the role. After a period of three years the ALO position should be regularly reviewed by the Panel and a re-election held if required.

Each Panel appoints an Area Liaison Officer who deals with any enquiries related to the running of the LCMLA in the Area and represents the views of their Panel at meetings of the Qualifications Management Committee of which they are a member.

The ALO is responsible for the general running of the Panel Meetings – choosing a suitable time and venue, arranging for agenda and minutes to be sent out beforehand. The ALO will coordinate the appointment of new Panel members. The ALO will coordinate Update Workshops in the Area. The ALO will approve changes to the 'Sites List' on the Qualifications Management System.

Complaints from Panel Members regarding the ALO should be directed in confidence to the Chair of QMC.

## **Frequency and Style of Local Panel Meetings**

Panel will meet three times a year, or more frequently when agreed and will endeavor to be arranged so that they can feed information into the QMC Meetings

Panel Agendas are to be based around a number of standard items regarding the local scheme, as a minimum must include;

- Present
- Apologies
- Notice of any other business
- Approve minutes from previous meeting
- Matters arising
- New/apprentice T/As
- Update from QMC
- Updates on regional venues
- Feedback from recent courses
- Up and coming courses
  - Update Workshop rota
- Lessons learned
- Any other business
- Date of next meeting

It is preferable that additional agenda items be communicated to the ALO at least two days before the meeting.

The minutes of meetings will be sent to the Training Administrator and Chair of the QMC for distribution to all T/As

Panel Members must attend a minimum of one Panel Meeting in any calendar year. It is desirable that Panel Members attend all Panel Meetings.

## **Monitoring and Review**

A review of the structure and operation of the Panel may be conducted by QMC at any time.

Candidate's name:

### Selection of apprentice T/A scoring matrix

Candidates should have held the CIC for at least 1 year and Vertical Cave and/or Mine Leader for 3 years for their application to be considered. Those wishing to become a T/A for the Mine Leader Award should also have held the CIC Mines module for at least 1 year, and Mine Leader for at least 3 years. The relevant Panel will review an application from a prospective T/A using the scoring matrix below. Candidates will need to evidence score of 1 or above in all areas for their application to be considered

Scoring criteria	0: Unsatisfactory 1: Satisfactory 2: Developing 3: Good				Score
	0	1	2	3	
Personal caving/mining experience including logbook evidence. This should be considered in different areas; variety of coaching, UK by region and mine type, foreign caving/mining.	Less than 20 personal days/year in just local region	20 days/year caving and/or mining in one region of UK	Regular and frequent cave and/or mining within several regions	Regular and frequent cave and/or mining experience within a range of regions and/or abroad	
Range of relevant caver coaching experience as a LCMLA and CIC	Limited to simple trips with similar client groups	Limited number of technical/challenging trips	Frequent experience leading technical/challenging trips	Advanced coaching experience e.g. advanced SRT, club/progressive training	
Length of experience as a CIC or Vertical Cave and/or Mine Leader (previously known as the Level 2)	Less than 3 years	3 to 7 years	7 to 10 years	10 years or more	
Knowledge of local caves/mines for the region (as listed on the Qualification Management System site list)	Limited to one or two venues only	Good/recent working knowledge of popular sites only	Good/recent working knowledge of a broad range of sites together with the regional popular sites	Recent experience working in a significant range of regional sites, and an active role maintaining sites (e.g. assisting with access/conservation projects)	
Experience of accreditation / leadership training and/or assessment in other schemes e.g NVQ assessment qualifications, PGCE, experience of training/assessment in other NGB awards schemes.	N/A	Only cave/mine leader work and peer/staff training/Tech Expert work	Experience of training and assessing other NGB awards such as ML or canoe coaching	Significant recent experience of training and assessing other NGB awards (such as ML or canoe coaching) or other formal teaching/coaching/assessing qualification	
<b>Total Score:</b>					
(1-5 Candidate not yet ready, suggest a mentoring period. 6-10 Candidate's application meets the minimum requirement, however some further mentoring may be required. 10+ strong candidate meets criteria, appointable)					

# Application to become a BCA LCMLA T/A

## Appendix



## Application to become a BCA LCMLA T/A

### Trainer/Assessor Apprentice Pathway Lead Assessor Notes

The apprentice T/A must complete course observations with at least three different T/As, preferably members of the Panel to which they seek membership. Lead T/As should complete an observation form (see below) to provide supporting evidence that a T/A apprentice has the appropriate aptitude to become a LCMLA T/A.

In some circumstances candidates may be asked to undergo some further mentoring as part of their apprenticeship by the Qualification Management Committee. The following notes outline the typical minimum pathway for an apprentice T/A

#### Training Observation 1

- The core aim of this first observation is for the apprentice T/A to understand how to structure a training course in line with the awards syllabus
- Apprentice T/As would be expected to contribute when appropriate to both theoretical and practical sessions
- The Lead T/A should satisfy themselves the apprentice T/A can pitch elements of the training course at the appropriate standard for the award

#### Training Observation 2

- Must be with a different Lead T/A from the first observation
- Encourage the Apprentice T/A to deliver a defined section of the training course
- The Lead T/A should satisfy themselves the apprentice T/A can deliver an element of the scheme's syllabus in a clear and appropriate manor

#### Assessment Observation

- The core aim of this observation is for the apprentice T/A to understand how an assessment is structured and evidenced, together with a clear understanding of the standard expected of a candidate
- The apprentice T/A should only take an observing role in this assessment, however should consult with the Lead T/As when appropriate to compare assessment standards

#### Peer Reviewed Assessments

- The Apprentice T/A should take the lead role in both these assessments under close supervision of the Lead T/A, including co-drafting any written paper expected of a candidate
- The Lead T/A must be confident the Apprentice T/A has a thorough understanding of the standards expected of a candidate and structure an assessment to enable the candidate to demonstrate all areas of the syllabus, and evidence the assessment process
- The Lead T/A will need to process the assessments on the QMS and so must be confident the appropriate standards have been met

# Application to become a BCA LCMLA T/A

## Apprentice T/A Observation Form

Lead T/As are asked to complete the following observation/peer reviewed assessment form to support apprentice T/As through the apprentice scheme provided an apprentice T/A has satisfied the requirements of the observation/peer reviewed assessment. Lead T/As are encouraged to save this document as a PDF and provide a copy to the apprentice T/A to upload in support of the appropriate credential within the QMS.

**Apprentice T/As Name:**

**ME Number:**

**Lead T/As Name:**

**Course:**

**Date:**

**T/A Credential\***

*\*see the T/A pathway flowchart for the name of the T/A credential*

### Course Summary

*Brief summary of the course, including number of participants, venues used and weather conditions*

### T/A Apprentice Performance

*Outline how the T/A Apprentice contributed to this course, and if you feel they are operating at an appropriate level to progress*

### Action Plan/Recommendations

*Are there any areas the Apprentice T/A should develop prior to progressing to the next stage?*

### Pass/Fail?

*Are you satisfied the Apprentice T/A has satisfied this stage of the T/A apprentice process?*

Pass

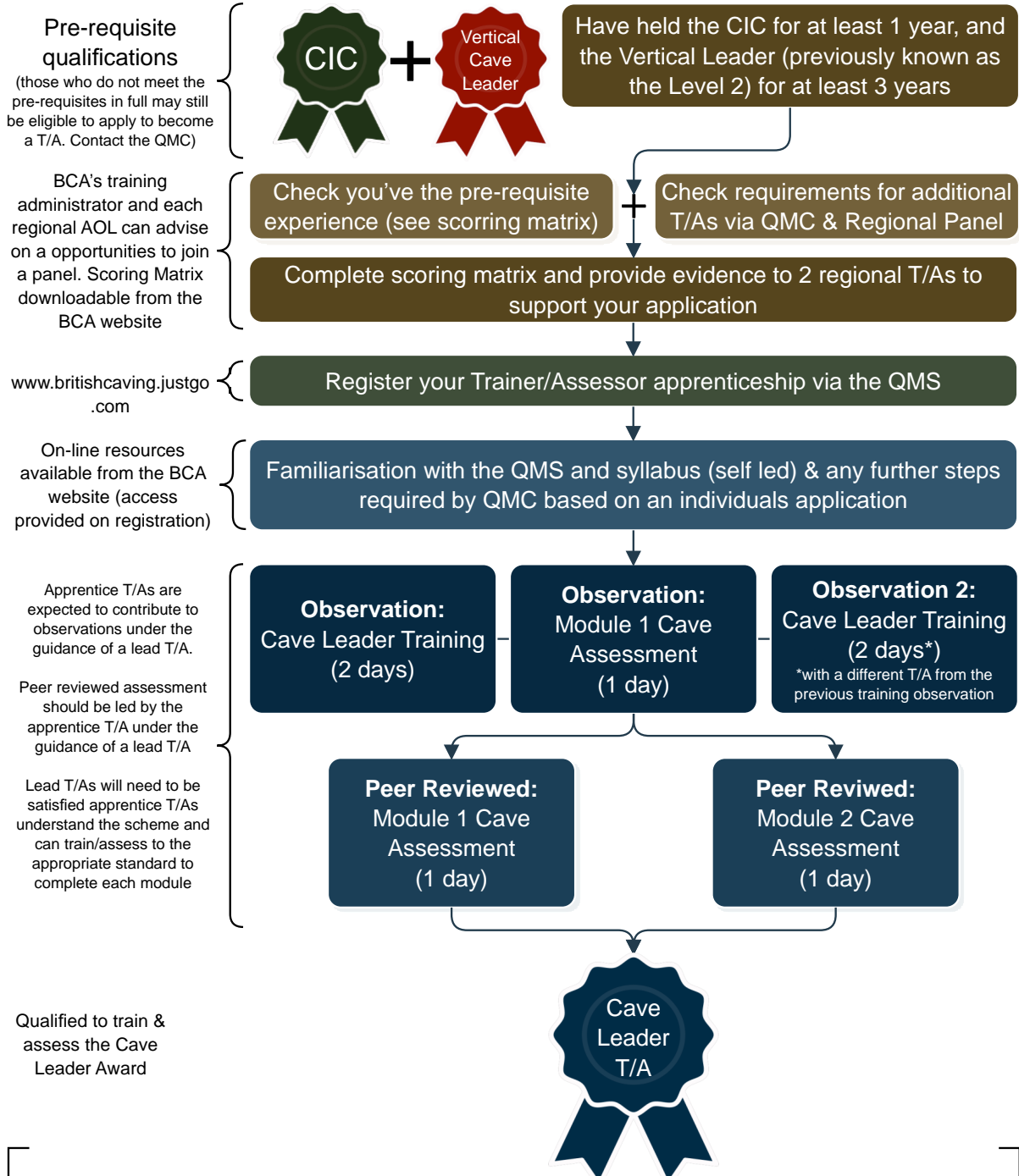
Fail

Lead T/A Signature:

Note if a candidate fails an observation/peer review the lead T/A is encouraged to highlight any shortcomings to the apprentice T/A

# Application to become a BCA LCMLA T/A

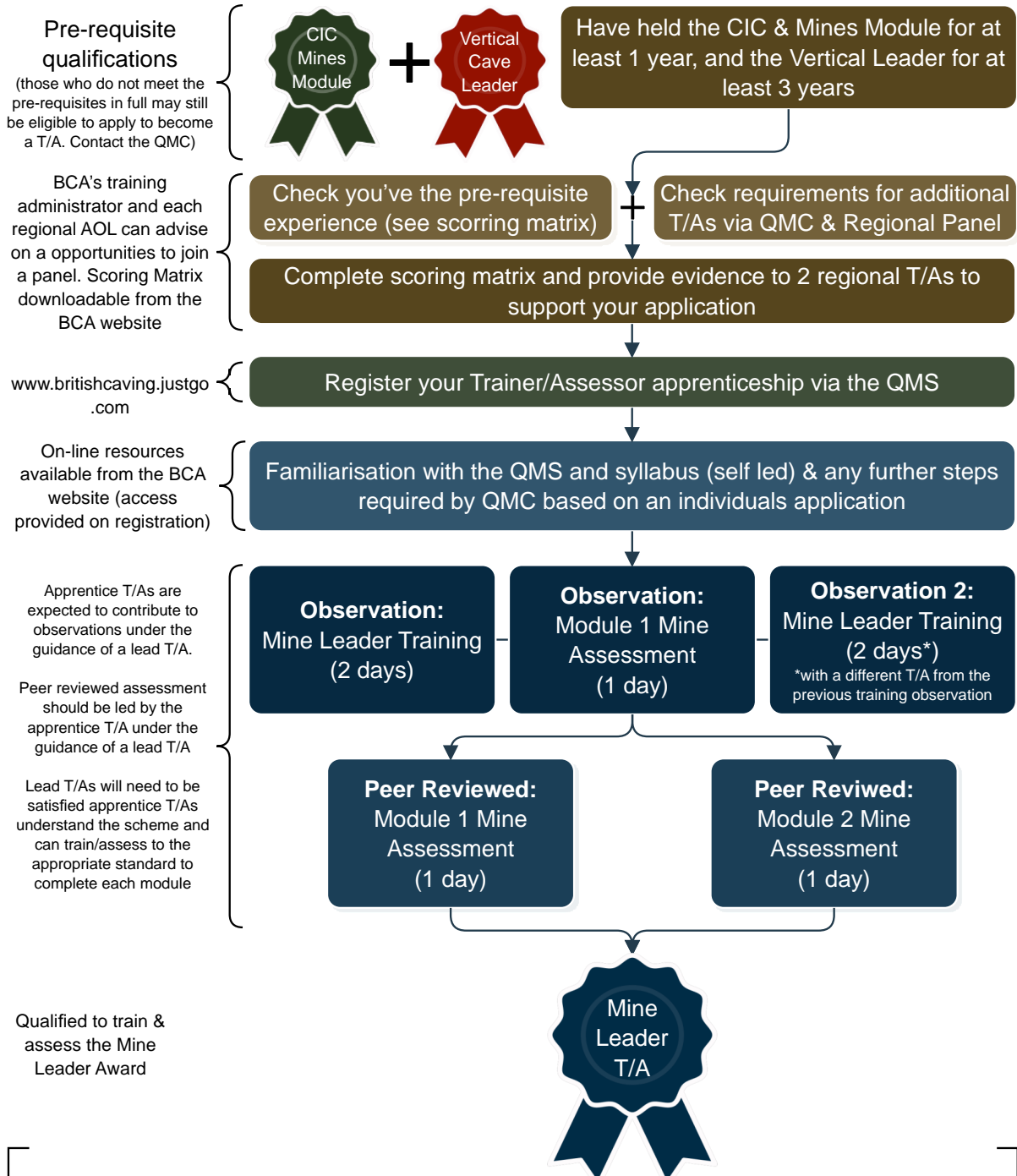
## Trainer/Assessor Pathway: Cave Leader



Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.

# Application to become a BCA LCMLA T/A

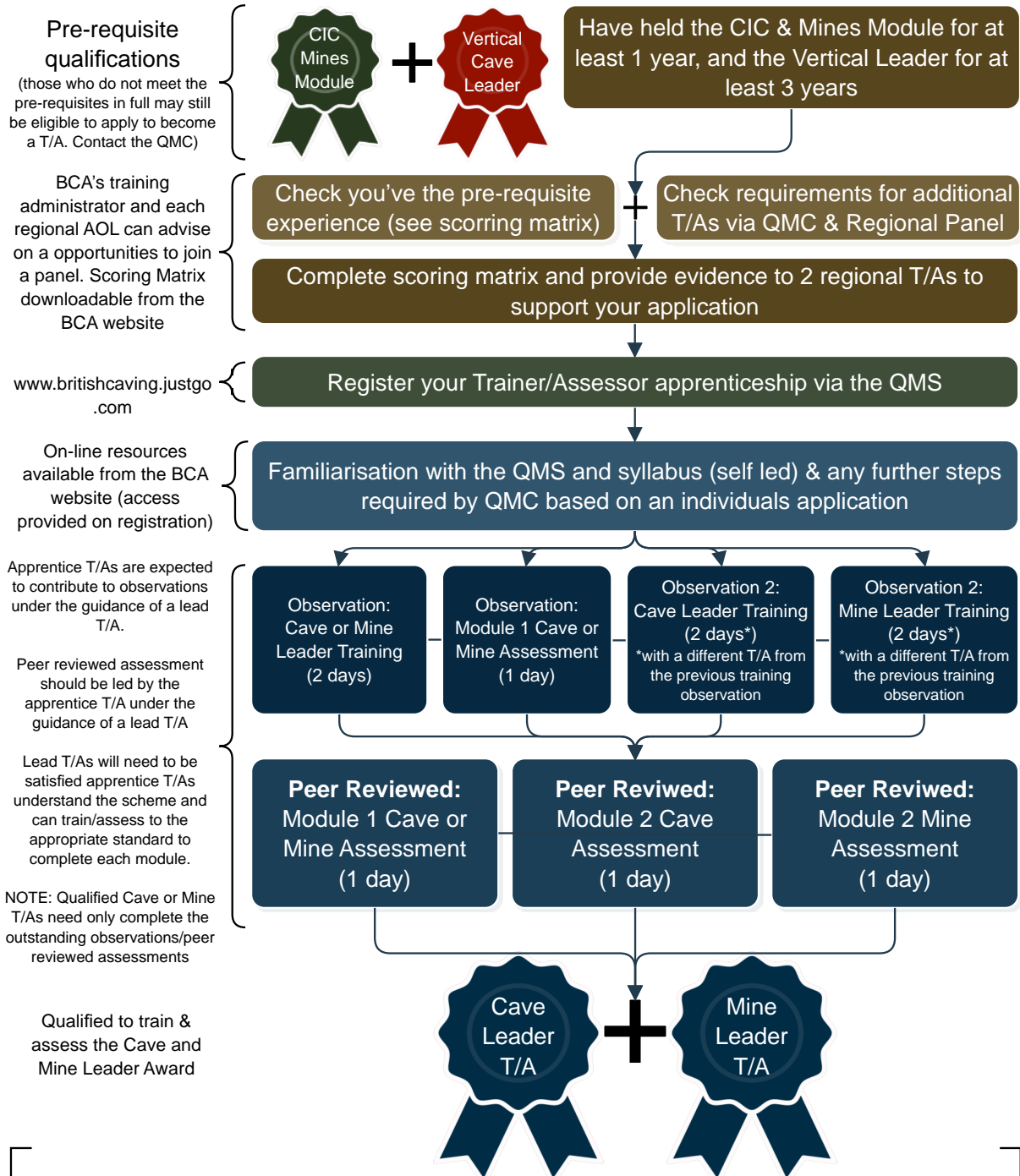
## Trainer/Assessor Pathway: Mine Leader



Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.

# Application to become a BCA LCMLA T/A

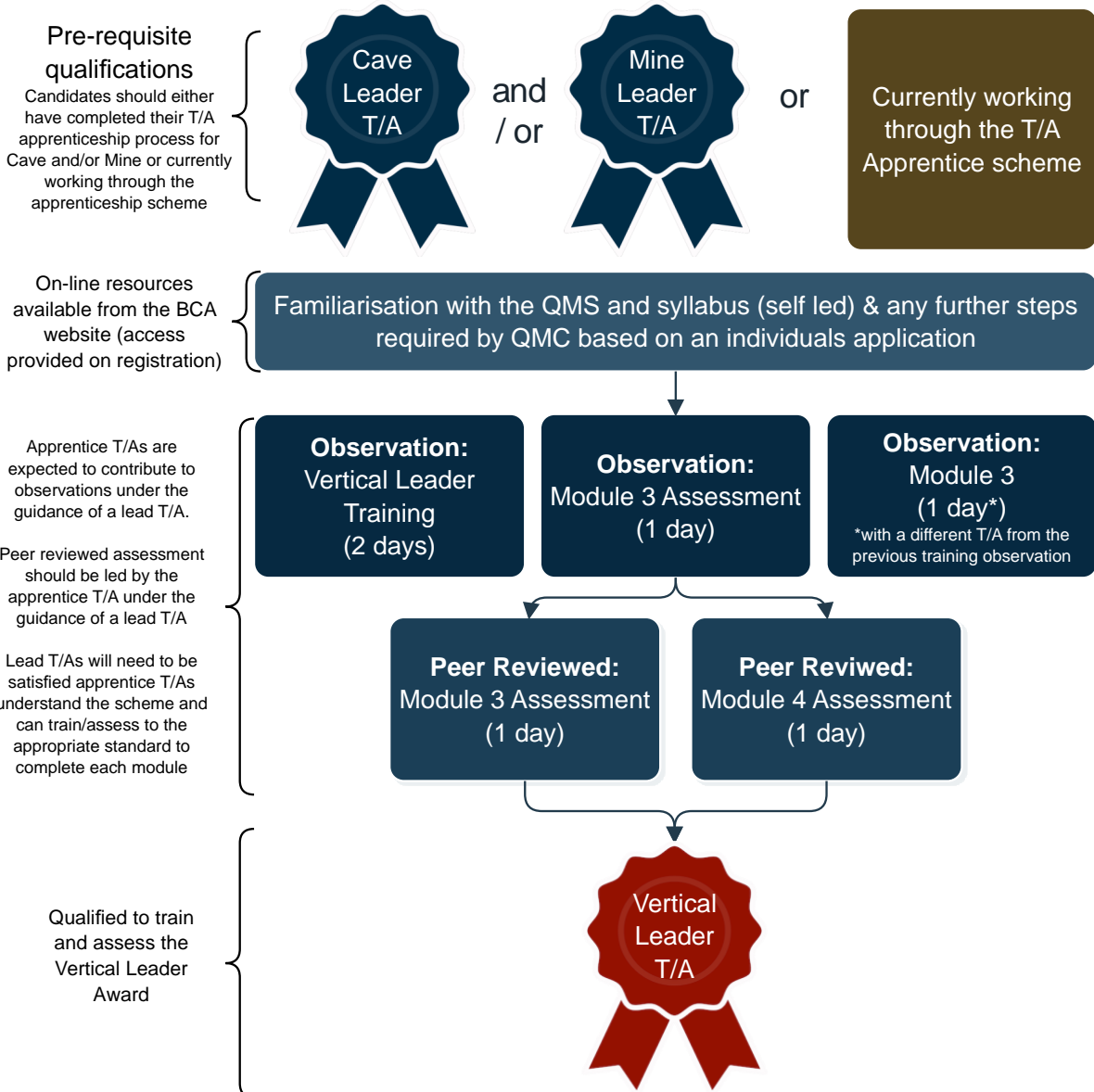
## Trainer/Assessor Pathway: Cave & Mine Leader



Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.

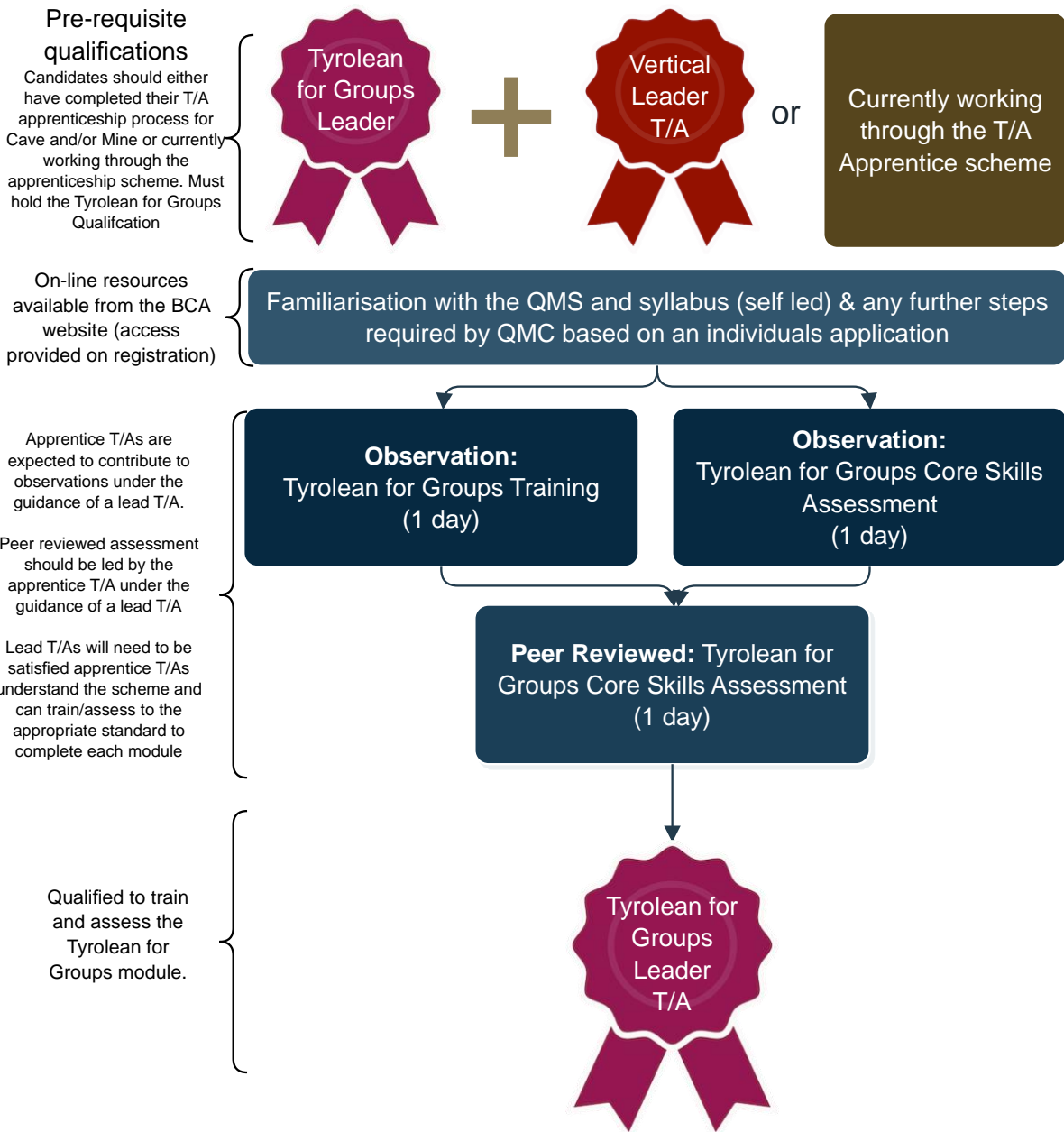
# Application to become a BCA LCMLA T/A

## Trainer/Assessor Pathway: Vertical Leader



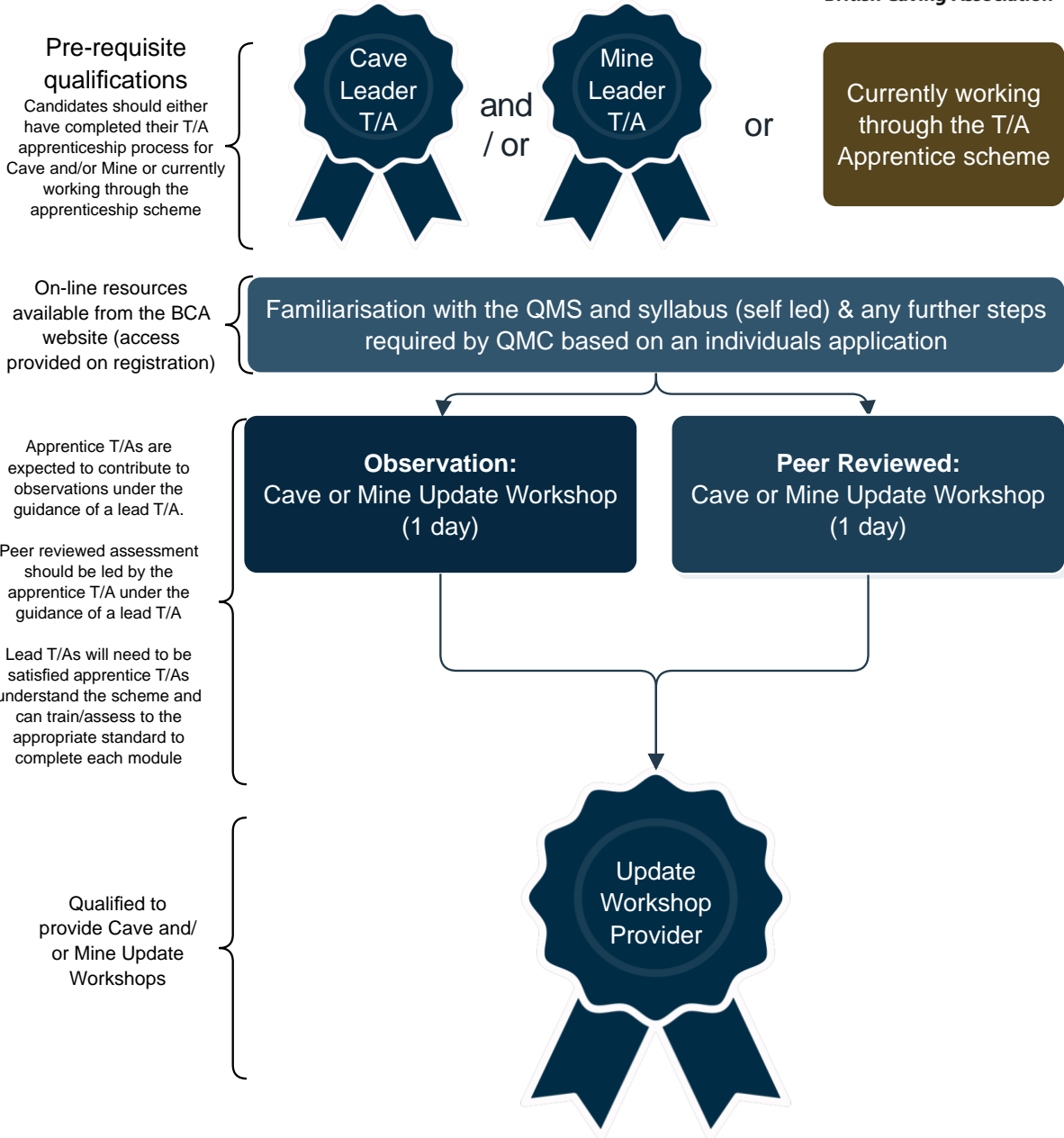
Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.

# Trainer/Assessor Pathway: Tyrolean for Groups



Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.

# Trainer/Assessor Pathway: Update Workshop Provider



Trainer/Assessor status is valid for 3 years (providing the annual T/A membership fee is paid and T/A agreement followed). before the anniversary of the qualification expiring T/As must either attend a T/A workshop, or undergo a Peer to Peer review exercise.