

# British Caving Association

## How to book onto a course

### Register with scheme

All candidates wishing to book onto a training or assessment course must be registered with the LCMLA & CIC award scheme. Candidates need only register once, for which there is a one-off fee for both the Local Cave and Mine Leader Award and Cave Instructor Certificate schemes. To register;

- Click here: <https://britishcaving.azolve.com/> and sign up
- Click on "Membership" and purchase LCMLA/CIC Scheme Membership
- A video which walks candidates through the sign-up process available here: <https://youtu.be/jo9IuUmx5FY>

### Register for a course

Courses are delivered by Trainer/Assessors following the award scheme syllabus. Trainer/Assessors must register all courses with the Qualification Management System (QMS), however in some cases may choose not to advertise the course publicly on the system.

Candidates can only book onto a course if the pre-requisites are met.

### Book onto a course through the Qualification Management System

- Log onto the QMS: <https://britishcaving.azolve.com/>
- Find a course
  - Click on Events & Courses
  - Select course type then region
  - Select a course
  - Click "Add to cart" (note in most cases candidates are unable to book onto a course if they do not meet the pre-requisites)
  - **Follow the payment method, even though the payment will be zero, and complete the order**

### Book onto a course direct with a Trainer/Assessor

If booking directly with a Trainer/Assessor, or for courses not advertised on the system, candidates will need to provide the following details (in the same format registered with the QMS) to the Trainer/Assessor so that they can add candidates to the course:

- First Name
- Last Name
- Membership Number (note this starts with ME)
- Date of Birth

In both cases, once booked onto a course the Trainer/Assessor will contact candidates with joining instructions, booking conditions and invoicing details.

**Please be aware that Trainer/Assessors may remove candidates from a course if the Trainer/Assessors bookings terms and conditions are not met.**

## Cave to Mine Transfer Assessment

Assessment for Cave Leader Award holders wishing to also qualify as a Mine Leaders.

### Pre-requisites

Candidates must have completed their Cave Leaders Core Skills assessment prior to attending this course and the Cave to Mine Transfer training. Candidates must be familiar with all the mines they wish to lead groups in and must evidence the minimum logbook experience shown below;

- At least one-years mine exploration with at least 30 trips including **5 quality trips** in mines of different types, i.e. metal, stone and/or slate
- A proportion of these should be as a leader under supervision.
- Some trips may be above and beyond the remit of the award

A **quality trip** should satisfy at least 4 of the following criteria

- Exploration of a new route or mine (new to the candidate that is),
- Incorporates at least 4 to 5 hours of underground exploration.
- An experience that develops an individual's mine exploration knowledge, skills and awareness.
- Incorporates mine exploration skills above the level of the remit of the award.
- Of the candidates own making i.e. the candidate is to lead the trip, or it is one done with peers and not led by an external source.
- Involves the application of vertical skills, digging or exploration.
- Exploration of mine systems with a streamway that responds to rainfall.

Candidates are to nominate 5 logged trips as quality days and justify this selection to the Trainer/Assessor using the above criteria.

Existing cave sites: As this assessment will also update the cave leader award, the candidate must contact the relevant Trainer/Assessors for existing cave sites to agree that they may be still included on the new certificate. The workshop director will ask to see evidence that this has been done

### Course Overview

A ratio of 1 Trainer/Assessor to 2 candidates for this module. (It can be 1:1). This one-day assessment may be taken with another candidate who is either also working through the Cave to Mine Transfer assessment or their Mine Core Skills assessment. The Trainer/Assessor can not be the same as the person that did the cave to mine leader transfer training. Practical assessments normally take up a full day with at least 4hrs spent underground.

The first part of the assessment is theoretical and is normally based upon a written response to a question paper based on the content of the assessment, which should include information on all the Mines the aspirant leader wishes to lead groups in. The

# British Caving Association

paper is completed in the candidate's own time and is unsupervised. If desired, a candidate may opt to cover this work orally, though this will increase the duration of the assessment.

The second part of the assessment is a practical assessment at an appropriate location underground and must be taken in one of the regions the aspirant instructor wishes to work in. Scenario-based questioning is sometimes used by assessors in. Scenario-based questioning is sometimes used by assessors in areas such as dealing with emergency situations but will not be used extensively to assess leadership skills. Trainer/ Assessors must ensure that it is made clear to candidates when scenario-based questioning is to take place. Where a candidate is deferred they must in general return to the original Trainer/Assessor – but can opt to do a complete reassessment with any Trainer/Assessor except the Trainer/Assessor that delivered training. If a candidate 'fails' they may choose any Trainer/Assessor for reassessment except the Trainer/Assessor that delivered training. It was also agreed that safety issues which require the candidate to go underground again will be an automatic fail. Issues such as geology weakness would mean a defer and can be resolved by an interview.

The Trainer/Assessor has the right to terminate the assessment if the candidate is not up to the required standard in fundamental areas of the syllabus relating to safety or conservation.

## Resource Links

- [Cave & Mine Leader: Ropework](#)
- [Weather and its Effects on Caves](#)
- [Cave & Mine Leader: Water Safety](#)
- [Cave Emergency Card](#)
- [Mine Terminology](#)
- [Radon](#)

## Syllabus

The full checklist used by Trainer/Assessors which forms the syllabus for this award is provided below. Candidates should ensure they are familiar with all aspects of the checklist prior to booking an assessment.