

# 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.justgo.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.justgo.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 manually 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.**

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## Local Mine Leader Core Skills Assessment

A one-day practical; personal skills, equipment and competence underground assessment in a horizontal venue not well known to the candidate.

### Pre-requisites

Candidates must have attended a Mine Leader training course (or in exceptional circumstances have been granted exemption from training) prior to attending this course.

Prior to presenting for assessment candidates must evidence they have sufficient personal experience with a variety of caves and/or mines. As a guide, the minimum experience expected is:

- One-year caving/ mine exploration with at least 30 trips in at least 10 different systems, across at least 2 different regions for caves or of different mine types for mine i.e. metal, stone and/or slate, including 5 quality trips.
- A proportion for these should be as a leader under supervision
- Some trips should be above 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.

### Course Overview

A ratio of 1 Trainer/Assessor to 2 candidates for this module (although it can be 1:1). The assessment must be conducted by a different Trainer/Assessor from the one who delivered the training for this module.

Practical assessments normally take up a full day with at least 4hrs spent underground and can be taken in any region.

The first part of the assessment is theoretical and is normally based upon a written response to a question paper based on the syllabus. The 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 practical at an appropriate underground location normally of the assessors choosing. Candidates will be expected to be appropriately equipped for the venue, the suitability of the equipment forming part

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of the assessment. The practical assessment should cover those areas of the syllabus as outlined below.

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.

There are three potential outcomes from the assessment:

**Pass:** Candidate has satisfied all areas of the syllabus and will be awarded the credential.

**Defer:** Candidate has been unable to demonstrate a full understanding of at least one area of the syllabus, likely to be a theoretical area, during the assessment. A re-assessment of an area of the syllabus will be necessary with the same Trainer/Assessor, or a full reassessment arranged with another Trainer/Assessor

**Fail:** Candidate has been unable to demonstrate a full understanding of several areas of the syllabus or fallen short of the expected safety or conservation standards. A full reassessment with the same or another Trainer/Assessor will need to be arranged

In the event of a deferral or fail the candidate will be provided an action plan by the Trainer/Assessor. This will be uploaded to a candidate's profile on the QMS for the candidate to view as either a "Failed" or "Deferral" credential. Note this credential will only be visible to the candidate (and QMCs administrator). Reassessments must take place within 12 months of the original assessment date.

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 Underground](#)
- [Caving Belts](#)

## 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.

## Your Next Step

On successful completion of the assessment the Trainer/Assessor should provide feedback to the candidate and an action plan to progress to a Group Day

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assessment. Typically, this would include a recommendation to ensure the candidates thoroughly familiar with all the venues they wish to lead groups in, together with any hazards within those venues, how hazards may differ based on the weather, and how suitable the venues may be for different groups.

The Mine Leader Group Day Assessment must be completed within one year of successful completion of Mine Leader Core Skills Assessment.

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## Local Mine Leader Core Skills Assessment Assessors Checklist

**Candidates**  
**Name:**

**ME**  
**Number:**

**Assessment**  
**Date:**

**Assessment**  
**Venue:**

Pre-trip checks	
Weather forecast & source	
Water levels and fluctuations – recent rainfall / catchment areas	
Effects of bad weather – surface	
Access procedures	
Conservation awareness – surface	
Destination notes	
Mines / cave rescue call out procedure	
Guidebook / survey information	
Navigation – surface	
Clothing – suitability for wet / dry venues	
Helmet / belts / boots – suitability	
Lighting – suitability / duration	
Technical gear – suitability / limitations / maintenance of rope / krab / sling / cowstails	

Underground emergency gear	
Spare lighting – suitability / duration	
First aid kit	
Emergency food	
Survival – shelter / warmth	
Knife	
Writing material	

History	
Brief history of a named mine(s)	
General working methods	
Minerals obtained	

Surface hazards (such as*)	
Shaft tops	
Loose shaft lining (ginging)	
Unstable spoil heaps	
Unfenced excavations (stopes)	
Wheelpits	
Abandoned buildings	
Abandoned machinery	
Unconsolidated slimes dams	

Underground hazards (such as*)	
Aduit or other entrance	
Roof supports	
Bad ground	
False floors	
Stacked deads	
Shafts – bypass method	
Flooded shafts – bypass method	
Submerged obstacles	
Hoppers	
Rotten stemples / ladders / staging	
Cables / chains / pipework	
Abandoned machinery	
Old explosives / detonators	
Dumped chemicals	
Dangerous gases (inc. Radon)	
Poor ventilation – treatment / action	
Weil's disease	
Pollution	
Loose / slippery rocks	
Deep water	
Awareness of flooding – speed of / likely effects	
Evidence of mine's reaction to flooding	
Difficulty of rescue	
Statistics / common rescue incidents	

Conservation	
Artefacts	
Minerals / formations	
Flora & fauna (inc bats & hibernacula)	
Effect of litter & pollutants	
Public relations	

*\*Surface and underground hazards will vary from region to region. T/As will ensure national and regionally important hazards are addressed during training and assessment courses*

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<b>Accident &amp; emergency procedures</b>	
Incident management	
Assessment / first aid treatment / plan of action	
Rescue call out	
Hypothermia – awareness / treatment / action	

<b>Access / law / information</b>	
Land ownership / access arrangements	
Mine ownership	
Mineral rights ownership	
Survey & information sources	
Application of legislation	
Duty of care	

<b>Technical skills</b>	
Underground navigation / survey interpretation / timing	
Suitable knots	
Selection and use of suitable belay points (natural and artificial including bolts)	
Lifelining rope only	
Lifelining using Italian hitch / slings / krabs etc	
Assisted handline / hoist	
Traverse	
Unprotected climbs – position of leader	
Use of fixed aids – chains / ladders / ropes	
Communication / group management	
Leadership / judgement	

**Narrative/Observations/Feedback**

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