

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.

Local Mine Leader Group Day Assessment

A one-day practical group management assessment in a venue that is at the upper level of difficulty of the sites on the candidates submitted list and agreed with the Trainer/Assessor.

Pre-requisites

Have completed the Mines Core Skills Assessment. Candidates would be expected to satisfy a Trainer/Assessor that they have sufficient personal logged experience within the mines they wish to be included on their Qualifications site list.

Must be completed within 1 year of the core skills assessment.

Course Overview

A ratio of 1 Trainer/Assessor to 1 candidate only for this module.

The Trainer/Assessor can be the same as the person that did your mine leader training but not the core skills assessment.

The first part of the assessment is theoretical and is normally based upon a written response to a question paper. Typically, this would include a summary of the points of interests, hazards and how a candidate would manage a group within each of the sites on their proposed list. 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 a practical assessment at an appropriate location underground. The candidate will also provide their own group (a minimum of 5), group equipment and optional assistant leader. The duration of the assessment is at the discretion of the Trainer/Assessor and would normally consist of a full day.

There are three potential outcomes from the assessment:

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

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

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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

Continue to log your experience ready for your update workshop 5 years after assessment.

The award is valid for 5 years provided the candidate remains active and maintains a valid First Aid Certificate. The award must be updated before it expires by either attending an update workshop or attending a Vertical Leader training course or complete Mine to Cave transfer assessment.

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Local Mine Leader Group Day Assessment Assessor Checklist

Candidates

Name:

Assessment

Date:

Group's

ability:

ME

Number:

Assessment

Venue:

Party size:

Suitability of Venue & Trip for group	
Pre trip checks eg insurance, AALS, Aims, medicals, Destination notes	
Historical working practices of listed mines	
Interpretation of current mine inspection reports & current issues	
Weather Conditions / Water Levels / Flood Awareness	
Compliance with Access Procedures	
Surface Navigation / Care of Groups en-route to Venue	
Suitability of Clothing & Personal Equipment of Group	

Vertical aspects	
Appropriateness of technical equipment	
Protection of group on scrambles with and without a rope	
Suitability and effectiveness of technique for descent / ascent	
Own progression	

Leadership Style / Rapport / Sensitivity to Group	
Effectiveness of Party Management / Group Control & Safety	
Education / Conservation / History etc	
Use of Assistant Leader(s) if appropriate	
Appropriate Emergency Kit & Rescue	
Suitability of Group Briefings (Technical, Educational, Information, Hazards)	
Organization & Running of Day	
Duty of Care	
Call Out	

Narrative/Observations/Feedback



