

# 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 through the Qualification Management System (QMS). 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**
- BCA Membership is optional (annual fee)
- Videos supporting the use of the QMS are available here: <https://tinyurl.com/QMSSupport>

### Register for a course

Courses are delivered by approved BCA Trainer/Assessors in line with the award-scheme syllabus. All courses must be registered on the QMS. Courses may be **open**, advertised publicly on the QMS with booking via the Events & Courses area, or **closed**, arranged privately with candidates registering directly with the Trainer/Assessor.

Candidates may only book if they meet the stated prerequisites.

### Book onto an open 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
  - Find and 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 closed 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: Group Day Assessment

A one-day practical assessment focused on group management in a mine selected from the candidate's submitted list. **The chosen venue will be at the upper end of difficulty for the sites** identified and will be agreed upon with the Trainer/ Assessor.

### Pre-requisites

- Candidates must have successfully completed the **Mines Core Skills Assessment**.
- Candidates are expected to demonstrate sufficient logged personal experience in the mines they wish to include on their Qualification site list, to the satisfaction of the Trainer/ Assessor.
- The Mine Leader Group Day Assessment must be completed within 12 months of the Core Skills Assessment.

### Course Overview

- Trainer/ Assessor to candidate ratio: 1:1 only.
- The Trainer/ Assessor delivering the Group Day Assessment must not be the same person who conducted the Core Skills assessment.

The assessment is split into two parts:

### Part 1: Theoretical Assessment

- Typically completed as a written response to a question paper, undertaken in the candidate's own time and unsupervised.
- The paper usually includes a summary of points of interest, hazards, and how the candidate plans to manage a group **at each of the sites** on their proposed list.
- Candidates may opt to complete this component orally, although this will increase the overall assessment duration.

### Part 2: Practical Assessment

- Conducted at a suitable underground venue chosen by the candidate and approved by the trainer/assessor, reflecting the upper end of the sites on the candidate's proposed list.
- Candidates must provide their own group (minimum of 5 participants), appropriate group equipment, and may include an optional assistant leader.
- The practical assessment duration is at the discretion of the Trainer/ Assessor but will typically take a full day.

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.

### Assessment Outcomes

There are two possible outcomes:

- **Pass** - The candidate has demonstrated competence in all areas of the syllabus and will be awarded the credential and qualification.
- **Fail** - The candidate has not demonstrated competence in multiple areas or has not met the required standards for safety or conservation. A full

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reassessment will be required, either with the same or a different Trainer/Assessor.

## Post-Assessment Process

In the event of a failure, the Trainer/ Assessor will provide the candidate with an action plan. This plan will be uploaded to the candidate's profile on the QMS and recorded as a "Fail" credential. Please note that this credential is visible only to the candidate and the QMCs administrator.

Reassessments may be conducted by either the same Trainer/Assessor or a different Trainer/Assessor, provided neither assessed the candidate's Core Skills. All **reassessments must be completed within 12 months of the original Core Skills** assessment date unless an extension has been approved by QMC. Requests for extensions must be submitted to QMC through the Training Administrator and supported by the original Group Day Trainer/ Assessor.

The award remains valid for **five years**, provided the candidate remains active and holds a valid **First Aid Certificate**. To maintain the award beyond this period, candidates must complete one of the following before the award expires:

- Attend an **Update Workshop**
- Attend a **Vertical Leader training course**
- Successfully complete a **Mine to Cave Transfer Assessment**

## Resource Links

- [LCMLA Flowchart](#)
- [Mine Terminology](#)
- [Cave & Mine Leader: Ropework](#)
- [Cave & Mine Leader: Water Safety](#)
- [Weather and its Effects on Caves](#)
- [Cave Emergency Card](#)
- [Radon Underground Document](#)
- [Radon Underground Training Module](#)
- [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.

Candidates should approach a Trainer/ Assessor independently to book an assessment. A list of Trainer/ Assessors and their contact details can be [found by clicking here](#).

## First Aid Requirements

In order for an award to be considered valid, candidates must hold a current and appropriate First Aid qualification.

To meet the required standard, a First Aid course should:

- Have a **minimum duration of two days (typically 16 hours)** instruction
- **Include a formal assessment** component
- Be **relevant to working in outdoor and adventurous** environments

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While the BCA/QMC does not endorse specific First Aid courses or providers, candidates are encouraged to consult the [Health and Safety Executive \(HSE\)](#) website for guidance in selecting a course that meets the necessary standards and is appropriate for outdoor and adventurous settings.

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## Local Mine Leader Group Day Assessment Assessor Checklist

**Candidates**

**Name:**

**Assessment**

**Date:**

**ME**

**Number:**

**Assessment**

**Venue:**

<b>Pre-trip planning and organisation</b>	
Suitable risk assessments and local knowledge provided for each mine of the candidate's proposed list	
Pre trip administration - insurance/ risk assessments/ medical details/ consent/ AALA requirements	
Trip plan/ destination, call out information and procedure	
Weather conditions/ water levels/ flood awareness	
Compliance with access procedures	
Interpretation of mine inspection reports	
Appropriate trip planned for the group, tailored to the groups needs and aims	
Suitability of clothing & personal mine exploration equipment	
Suitability of group clothing and mine exploration equipment	
Suitability of group safety equipment/ emergency kit	
Duty of care/ legal obligations/ responsibility to group and others	

<b>Conservation &amp; history</b>	
Due diligence to both mine and surface artifacts, minerals and formations throughout the day	
General working methods for the mine types on a candidates list	
Minerals obtained from the mines on a candidates list	

<b>Trip delivery and group management</b>	
Appropriate leadership style sensitive to the group	
Care of group on route to the mine	
Effective group management/ control & safety underground	
Use of assistant leader(s) if appropriate	
Suitability of group briefings	
Interpretation on surface infrastructure relating to the mine	
Explanation of mining processes and artifacts/ infrastructure found underground	
Due consideration to others using the venue (if applicable)	
Appropriate pace	

<b>Vertical aspects</b>	
Appropriateness of technical equipment	
Protection of group on steep ground without a rope	
Protection of group on steep ground with a rope	
Self-protection/ own progression	

### Narrative/Observations/Feedback

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