

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 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 & Mine Leader Group Day Assessment

A one-day practical group management assessment in a venue that is one 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 Cave and Mine Core Skills Assessment. Candidates would be expected to satisfy a Trainer/Assessor that they have sufficient personal logged experience within the Caves/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 cave and 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 based on the content of the assessment. 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.

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. If a candidate 'fails' they may choose any Trainer/Assessor for reassessment. 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](#)
- [Long Churn Flash Flood Presentation](#)
- [Hydrology of Goydon Pot and Manchester Hole](#)

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- [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.

Local Cave and Mine Leader Group Day Assessment Assessors Checklist

Candidates	<input type="text"/>	ME	<input type="text"/>
Name:		Number:	
Assessment	<input type="text"/>	Assessment	<input type="text"/>
Date:		Venue:	

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

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

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

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.

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Local Cave and Mine Leader Core Skills Assessment Checklist

Candidates
Name:
Assessment
Date:

ME
Number:
Assessment
Venue:

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

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

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

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

Underground hazards (such as*)	
Pollution	
Weil's Disease	
Loose / Slippery Rocks	
Holes	
Awareness of Flooding – speed of / likely effects	
Evidence of cave/mine's reaction to Flooding	
Dangerous gases (inc. Radon and BCA training)	
Deep / Fast water	
Difficulty of Rescue	
Statistics/common rescue incidents	
Adit 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	
Poor ventilation – treatment / action	

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

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

Cave environment	
Basic Surface Geology / Topography / Karst features	
Cave Development / Bedding & Joints / Passage Shapes	
Cave Deposits	
Temperatures / Draughts	
Flora & Fauna	
Fossils	
Formations (speleothems)	

Accident and Emergency Procedures	
Incident management	
Assessment / first aid treatment / plan of action	
Rescue call out	
Hypothermia – awareness / treatment / action	
Light failure	
Cancellation of Destination Notes	
Overdue problems	
Access to Dry clothing	

Technical skills	
Underground navigation / movement / survey interpretation / timing	
Suitable knots eg Fig 8, Alpine Butterfly, Bowline, Italian Hitch	
Selection and use of suitable belay points (natural and artificial including bolts)	
Lifeline using Italian Hitch/slings/krabs	
Assisted handline/hoist	
Traverse line	
Handlines- limitations / position of leader / spotting	
Unprotected Climbs- position of leader	
Use of fixed aids- chains/ladders/ropes	
Communication / group management	
Leadership / Judgement	

**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*

Narrative/Observations/Feedback
