

# 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.**

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## Vertical Cave and/or 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. In systems with simple vertical pitches (maximum of 18m in length) including problem prevention and solving.

### Pre-requisites

Candidates must have successfully completed their Vertical Core Skills assessment within the last 12 months to attend this assessment.

### Course Overview

A ratio of 1 trainer to 1 candidate.

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

The first part of the assessment is theoretical and is normally based upon a written response to a question paper. 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 (the number must be appropriate to the site used), group equipment and optional assistant leader. The number of people provided by the candidate should form part of the assessment.

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. Safety issues which require the candidate to go underground again will be an automatic fail. 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

- [Vertical Leader: Ropework](#)

### 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.

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## Vertical Leader Group Day Assessment Assessors Checklist

**Candidates**

**Name:**

**Assessment**

**Date:**

**ME**

**Number:**

**Assessment**

**Venue:**

<b>Suitability of Venue And Trip For Group</b>	
Pre trip checks eg insurance, AALS, aims, medicals, Destination notes	
Weather Conditions / Water Levels / Flood Awareness	
Compliance with Access Procedures	
Surface Navigation / Care of Groups en-route to Venue	
Suitability of Clothing & Personal Vertical Equipment of the Group	

<b>Vertical Aspects</b>	
Appropriateness of technical equipment	
Protection of group on steep ground with and without a rope	
Protection of group at pitch head / foot	
Suitability and effectiveness of technique for descent / ascent	
Own progression	

<b>Leadership Style/Rapport/ Sensitivity to Group</b>	
Effectiveness of Party Management / Group Control & Safety	
Education of 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 Day	
Duty of care	

### Your next steps

Following successful completion of the assessment the Vertical Leader qualification will be added to a candidates Cave Leader and/or Mine Leader award.

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 Cave Instructor Certificate (CIC) training course, or completing the CIC module 2.

Candidates may choose to add the SRT for leader and/or Tyrolean for Groups to this qualification.